

OKANAGAN COLLEGE
Department of Communications
CMNS 112: Professional Writing I: Fundamentals
Tuesdays, 9:30 a.m.–12:20 p.m., Room 102, Okanagan College Salmon Arm Campus,
Room SA 001C

Professor: Aaron Orlando

Phone: 250-837-4235 ext. 6516

E-mail: aorlando@okanagan.bc.ca

Office Hours: Tuesdays, 12:30–1:30 p.m. in my office (Number TBD) at the Salmon Arm Campus or virtually by Teams appointment. Please download a free version of Microsoft Teams before digital appointments. Please book appointments at least 24 hours before; the system will not allow you to book appointments within 24 hours. To book an appointment see this link:

[Book time with Aaron Orlando: Communications 112 Office Hours](#)

Course Description

This course provides students the opportunity to develop reading, writing, and editing skills suitable to a professional context. Students will learn writing fundamentals such as clarity and conciseness, sentence and paragraph structure, summary, synthesis, and analysis.

Prerequisite: ABE 012 (minimum grade 60) or English 12 (minimum grade 60) or English 12 First Peoples (minimum grade 60) or LPI (minimum score 30)

Outcomes

Upon successful completion of this course, students should be able to:

- Read analytically and efficiently, distinguishing between main ideas and supporting details
- Identify and use correct English grammar, punctuation, sentence and paragraph structure
- Demonstrate proficiency with a writing process involving drafting, proofing, editing, and revising
- Write a variety of documents which are coherent, thorough, and mechanically sound
- Conduct rudimentary secondary research

- Understand and use the basics of APA documentation style

Course Requirements

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| Exercises and quizzes | 15% |
| Summary #1 | 5% |
| Summary #2 | 10% |
| Mid-term | 15% |
| Annotated references | 20% |
| Short Report | 25% |
| Participation, attendance, and professionalism | 10% |

Assignment Details

Exercises and quizzes: These will be based on writing fundamentals and will be assigned as in-class and homework. They will be ongoing throughout the term.

Summary #1: The summary will be based on one assigned article.

Summary #2: This will be a longer summary based on one assigned article.

Mid-term: The mid-term will focus on evaluating students' knowledge and writing skills.

Annotated References: As preparation for the final assignment, students will be required to research three credible articles. They may choose two and synthesize either the *Summary #1* article or the *Summary #2* article. For each article, students will write three paragraphs, as follows:

Paragraph 1: Summary of the article

Paragraph 2: Explanation of the article will be used for the final assignment

Paragraph 3: Evaluation of the credibility of the article

Final Essay

Working with three sources from the Annotated References assignment, students will write an academic paper based on their content. Students will be expected to use APA style correctly and to integrate the articles into the disciplinary context of Business Administration. This paper will be approximately 1,500 words in length.

Participation, attendance, and professionalism: Students are expected to attend and participate in all class sessions. Individual instructors will determine the method for tracking this portion of the grade.

Cell phones, laptops, and other digital devices

I encourage you to bring your laptop or tablet to class for note taking and class work, but please do not spend excessive time on your laptop or mobile phone during class hours. If so, your participation grade will reflect that.

Cell phones should be turned off and put away during class. If they are not, your participation grade will reflect that.

Administrivia

1. All assignments must be submitted in hard copy or through digital submission as outlined in Moodle at the start of the class on the day they are due.
2. All assignments must be completed. Failure to do so will result in a "DNC/F."
3. Late assignments will not be graded unless prior arrangements have been made with the instructor. Please reach out ahead of time.
4. Attendance with a complete draft at draft review sessions is essential. Unless prior arrangements have been made with the instructor, if a draft review is missed 5% will be deducted from the final grade of the submitted assignment.
5. Daily attendance is a requirement. If circumstances require an absence, students must let the instructor know, for example if you are not well. Please do not attend class if you feel you are sick and may be contagious, such as with Influenza or COVID-19.
6. Students must pass the midterm to pass the course.
7. Students attending OC are bound by the policies, rules, and regulations of OC. Please see: [Student Handbook](#)

Course Schedule

| <i>Week</i> | <i>Date</i> | <i>First Half</i> | <i>Second Half</i> |
|-------------|-----------------|--|---|
| 1 | Sept. 12 | Topic: Course introduction | |
| 2 | Sept. 19 | Elevator pitch Topic: Fundamentals of grammar | Topic: Words and sentences |
| 3 | Sept. 26 | Reading: TBD Topic: Fundamentals of summary Topic: Summary: levels of prose | Topic: Summary: abstraction & detail Info on Summary #1 |
| 4 | Oct. 3 | Topic: Point-first structure Topic: Paragraphs | Reading: Article #1 Topic: Note taking |
| 5 | Oct. 10 | DRAFT: SUMMARY 1 | Topic: Reporting expressions SUMMARY #1 DUE Oct. 17 |
| 6 | Oct. 17 | Topic: Summary #1 Feedback | Reading: Article #2 Topic: Professional formatting; Info on Summary #2 |
| 7 | Oct. 24 | Topic: APA in-text citations Draft: Summary #2 | |
| 8 | Oct. 31 | Topic: Fundamentals of research Info on Annotated References assignment DRAFT: SUMMARY #2 | Topic: Evaluating sources SUMMARY #2 DUE Nov. 7 |
| 9 | Nov. 7 | Mid-term preparation | MID-TERM PREP. Mid-term is Nov. 14 (in class) |
| 10 | Nov. 14 | MID-TERM Topic: APA documentation Draft: Annotated References assignment | Topic: Finding sources (workshop) |
| 11 | Nov. 21 | Topic: Bringing sources together DRAFT: ANNOTATED REFERENCES ASSIGNMENT | Topic: Making claims Info on Short Report assignment ANNOTATED REFERENCES ASSIGNMENT DUE Nov. 28 |
| 12 | Nov. 28 | Topic: Workshop on Short Report | Topic: Introductions & conclusions; Short Report assignment workshop |
| 13 | Dec. 4 | DRAFT: SHORT REPORT ASSIGNMENT DUE | |

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| 14 | Dec. 11 | SHORT REPORT ASSIGNMENT DUE Dec. 11 (Electronically or dropped off on campus) | |
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