



# COM 32

# Writing in English

## Week 1 Notes

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# Outline

- Introductions
- Writing overview
- Introduction to writing style
- Writing E-mails
- First assignment
- Questions
- Writing sample



# Introductions

- The course
- The textbook
- The instructor
- The students
- Note – take notes



# Writing Overview

- Writing vs. speaking
  - Limited interaction in writing
  - Different expectations of audience
  - Permanence of writing
- Important—genres. There is no such thing as “general” English writing: style and expectations vary with the *type*
- A useful website: OWL at Purdue

<http://owl.english.purdue.edu/owl/resource/678/01/>



# Writing Overview

- Your responsibility as a writer
  - Present your message effectively
  - Make your readers' job as easy as possible
  - Don't "stick out" as being different
- To meet these responsibilities
  - Improve your basic English proficiency: vocabulary, grammar, discourse
  - Understand your readers' expectations



# Writing Overview

- Clear topic, audience, and purpose
- Structure
  - Introduction
  - Body
  - Conclusion
- Cohesive and coherent



# Understanding Style

- Williams Lesson 1 - background
- Understanding style: [handout](#)

(Note: this and other handouts based on readings from the *Style* text do not follow the book exactly and include the instructor's interpretation)



# First Assignment – E-mail

- E-mail vs. alternatives
- Formal<--> informal range
  - Greetings: Dear x, Hello x, Hi x, Hello, Hi there
  - Honorifics: when in doubt, use them (Dr. Smith vs. Bob (never Dr. Bob))
  - Closings (signature only/closing + signature)  
Safe closings—”Best” and “Regards”
- Tips for effective professional emails:  
<http://ier7.setonhill.edu/writing/e-text/e->



# First Assignment – E-mail

Tips for effective professional emails:

- <http://jerz.setonhill.edu/writing/e-text/e-mail.htm>
- [www.43folders.com/2005/09/19/writing-sensible-email-messages](http://www.43folders.com/2005/09/19/writing-sensible-email-messages)



# First Assignment – E-mail

Assignment 1: Write an email making a request.

- Option 1 - Write to the Continuing Studies office requesting a course on a topic of interest to you.
- Option 2 – Write to someone requesting a personal meeting.
- Option 3 – Rewrite or revise an actual request you have made recently



# Conclusion

- Summary
- Questions?
- [Writing sample](#)