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Writing in English

Week 2 Notes

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Outline

- Review from last week
- Williams Lesson 2
- Responses to your writing
- Williams Lesson 3
- Letter writing
- Second assignment
- Questions



Review from Last Week

- The course, website & book
- Genres
- Your responsibility as a writer
- Recognizing topic, audience & purpose
- Writing a request email



Williams Lesson 2

- Williams Lesson 2 – background (Standard English)
- Correctness: [handout](#)



Responses to your writing

- In-class introduction
 - Great variety in levels & goals
 - Note: this is an advanced class--that's the level I'll teach at. Grading will be leveled.
- Assignment 1
 - Please follow directions (Word doc)
 - Impressive overall
 - I'll return them soon with corrections & comments



A Note on

Corrections/Comments

- Types/amount of corrections/comments
 - Almost everything for the final drafts
 - Mostly content & organization for first drafts
 - May not correct everything for longer papers
- Format: Word “comment” feature
 - **Bold** for errors
 - *Italics* for stylistic suggestions
 - Normal for comments
- Hide corrections/comments at first



Williams Lesson 3 - Actions

- Williams Lesson 3 - background
- Actions: [handout](#)
- Practice sentence: Attempts by economists at defining full employment have been met with failure.
Who are the characters? What are the actions?
Economists have attempted but failed to define full employment.
- Homework (see [handout](#))



Homework example

Williams 3.5. Revise the nominalized sentences in 3.4 into ones with verbs, using the model in the other sentence.

2a Smoking during pregnancy may cause fetal injury

2b When we write concisely, readers understand easily
(Who is smoking? Who/what is causing the injury?)

Answer:

When pregnant women smoke, they/the chemicals may injure the fetus



Formal Letter Writing

- Format:
 - heading, greeting, body, closing, signature
- Style
 - Greetings: Dear x, To Whom It May Concern (use only when you have no name/title)
 - Honorifics: Use them (Mr. Smith vs. Bob (never Mr. Bob)) unless you know you're on a first name basis (also consider audience)
 - Closings: Safest = "Sincerely,"



Formal Letter Writing

Tips/examples

Complaint letter

- www.isampleletter.com/example/63.html
- http://elc.polyu.edu.hk/cill/eiw/complaint_letter_constructor.htm

General business letter format

- <http://owl.english.purdue.edu/owl/resource/653/2/> (also preceding page)



Formal Letter Writing

Tips/examples

Reference/recommendation letter

- <http://blog.emurse.com/gallery/sample-recommendation-letters/2236988/>
- <http://jobsearch.about.com/cs/referenceletters/a/empreference.htm>

Job application cover letter

- www.eduers.com/resume/Business_Cover_Letter.htm



Second Assignment – Letter

Assignment 2: Write a formal letter doing one of the following:

- Option 1 – Write a letter of complaint about a problem with a product or service
- Option 2 – Write a letter of reference for a subordinate or co-worker
- Option 3 – Write a cover letter for a job application
- Option 4 – Rewrite or revise an actual business or professional letter you have written recently (or write a new one)



Letter Writing – Cultural issues

- “Bottom lining” – make sure the reader knows at the beginning why you’re writing
- When complaining, focus on facts: express disappointment but avoid insults
- When recommending or writing an application letter, try to give details to support general points. Stress accomplishments/responsibilities



Conclusion

- On homework—do the best you can
- Summary
 - Followup from last week
 - Williams Lessons 2 and 3
 - Writing process discussion
 - Formal letter writing
- Questions?