



N. Textbooks and Materials to be Purchased by Students:

de Kopple, William. Clear and Coherent Prose. Scott, Foresman and Company, 1989.

**8. COURSE OBJECTIVES**

y and will apply relevant theoretical concepts to Students will be introduced to composing and rhetorical theor  
e production of typical workplace writing tasks, developing material in relation to context, purpose, and  
dian and utilizing organizational and discourse processes to ensure readability.

NT

**P. COURSE CONTENT**

theory

1. Discourse T

will:

The student

examine and summarize applicable theories including, among others, those provided  
University of Iowa and Iowa State University

P. Course Content (cont'd)

typical reader's response  
 acquisition and retention of information  
 need for visual aids

- relationship of style and organization to reader efficiency
- importance of diction

d) produce written examples

c) analyze the

Workplace Writing Conventions

The student will:

- a) examine genre and social context
- b) examine specific writing situations

Developmental & Coherence Strategies

The student will:

- a) use standard developmental strategies: comparison, contrast, analysis, and example
- b) analyze effectiveness of text in (readability) a series of exercises to be completed from Vander Kopple's Clear and Coherent Prose
- c) study and practice summary strategies

Q. METHOD OF INSTRUCTION

This course will utilize a combination of lecture, group discussion, and workshops. Under the

place writing tasks for particular purposes and audiences.

will produce typical work

R. COURSE EVALUATION

Evaluation will be based on this general outline:

Summary	15%
Rhetorical Analysis	15%
Definitions by Comparison	20%
Text Analysis	15%
Instructions (Genre) Analysis	20%
Instructions Sample and Analysis	15%

100%