

# Business and Technical Writing: 9-12

## Student/Parent Class Agreement

Teacher Contact: John Jenkins ([john@rpclasses.com](mailto:john@rpclasses.com) or 703-507-9379)

### *Class Description*

This class will bridge the gap between academic writing and real world business scenarios students will face in practically any job. Students will overcome writing block; how to 'read' what others want them to write; how to meet a range of expectations, from writing a business letter that states its purpose crisply and accurately to composing a report due tomorrow. Additionally, students will create and present reports and complete resumes. In addition, students will learn how to analyze and understand their audience in academics, business, and life.

### *What Students Will Learn*

Students will have strengthened the skills and knowledge required to complete a resume, and cover letter and understand the different methods of submittal to employers; apply for a job and learn what an employer is "really" looking for; write formal and informal letters, emails, and memos with the proper format and etiquette required for proper business communications

**PREREQUISITES.** Basic familiarity with Microsoft Office products: Word, Excel and PowerPoint is required. Summer preparatory activities may be required. Key text: *Business Writing, What's Works, What Won't* by Wilma Davidson, ED.D.

### *Requirements*

1. Availability of a laptop for class, Microsoft Office 13 (recommended), email and internet on a daily basis, with up to 3 hours of homework per week.
2. Throughout the year, students will develop and maintain a 3-ring class notebook containing all of the school years research, in-class and homework assignments (in-progress and completed) and handouts. A key component of the notebook is the Grade Sheet. Students are required to keep a record of all assignments (assignment name, due date, grade). Failure to maintain a class notebook can result in suspension from class until the

notebook is updated.

3. Students will complete in-class or take home writing/reading exercises. Failure to turn in an assignment on time can result in the lowering of the student's grade of one grade level per week.

4. There are no make-up classes for missed days. Students must initiate communication with the teacher or a classmate to find out the week's assignments if the class homework guide does not already state the assignment. As long as a student completes an assignment on time and according to the assignment's requirements, there are no penalties. Use USPS stamp mail for any late assignments.

5. Final grades will be given on a standard 4.0 scale and a grading rubric given in class. Semester grades will also be provided at year end. Parents and students should track student progress using the Grading Sheet provided the first day of class. This is a 1 credit class.

6. All homework assignments are posted at [rpclasses.com/homework](http://rpclasses.com/homework) by class.

7. Material/copy fees: \$10. Required books will be purchased by teacher (max \$50).

### *Parent's Involvement*

- 1) Obtain and read the *Getting Started* document for Mr. Jenkins classes from [www.rpclasses.com](http://www.rpclasses.com)
- 2) Monitor and track student homework
- 3) Monitor the student's class notebook
- 4) Collect the student's assignment grades
- 5) Read the class N-G-E evaluation system and grading rubrics

Student Signature

Parent Signature

**Please keep a copy of this agreement for your records. Return the second copy with your student before the 3<sup>rd</sup> week of class.**