



English 2223: Professional Writing for Business

College of Humanities & Social Sciences | X22

Semester: 2026 Spring B term

Date: Online Asynchronous | the semester starts on March 21 and ends on May 8.

Course Description

Professional Writing for Business is designed for business majors. An introduction to and application of professional workplace genres. Practice in planning, designing, developing, producing, and evaluating business communications. Rhetorical aims will shape the information or document production and design.

Course Objectives

Upon completion of ENGL 2223, you should be able to:

- recognize and employ the conventions and genres of business communication.
- use visual and written rhetoric to accommodate different audiences and purposes.
- produce accessible, persuasive, and usable documents.

Contact Information

Instructor: Meng Yu, PhD.

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Phone: 940-397-4086

Office: BW201

Office Hours: Mondays to Wednesdays, 10 a.m.- noon or by appointment over Zoom

I will check the email from Monday to Friday 8 am to 5 pm. Messages sent outside this time span will not be check until the next business day. Students are also welcomed to visit the instructor during the office hours or request an appointment at a mutually convenient time. Please note: There is a chance that I will not see the email on the same day that you send it. Therefore, please anticipate waiting at least 24 hours for a response to emails.

Textbook

[Business Writing for Everyone](#), by Kwantlen Polytechnic University, Canada. (free, open access textbook)

Assessment

All assignments receive a numeric grade based on the 100-point scale. Assignments are weighted. Each project will consist of planning, design and production, and reflections. Here is the rough weight of each major assignment, and I might adjust weights of assignments as the semester progresses. This course doesn't have any mid-term or final exams. Your grade is evaluated through the following writing projects.

Writing projects break-down:

Individual Projects:

- Project One: Internal Proposal (20%) & Presentation (5%)
- Project Two: Complaint Letter (10%)
- Project Three: Job Search Packet (20%)
- Weekly participation: short writings, peer reviews, discussions, and homework (20%)

Group Project: Recommendation Report Packet (25%): this is also your final project.

- Group Project Management Site: Group assignment (5%)
- Recommendation Report: Group assignment (70%)
- Progress Report: Group assignment (15%)
- Group collaboration memo: individual assignment (10%)

Your final grade will be converted to a letter grade as follows:

Table 1: Total points for final grade.

Grade	Points
A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	Less than 59.4

Course Structure

This course will be taught online in D2L.

This course will be structured in weekly lessons or modules beginning on Mondays. The length of time spent on each module will vary depending upon the complexity of the assignment. All

work within the lesson must be completed by the close of each lesson and prior to the start of the next lesson.

Most (if not all) assignments are set to be due by 11:59 pm. You can, of course, upload your work earlier. All work should be uploaded in the appropriate manner to the appropriate page on the D2L site. The due dates are often Wednesdays, Fridays, and Sundays.

Participation

Since this is an 8-week mini semester, the major assignments and expectations remain comparable to a regular semester. For that reason, the pace is faster and the workload is heavier than in a typical 16-week course. Participants in this course should expect to spend about **8-9 hours** per week involved in the activities and completion of assignments over the semester. This is similar to the time one would invest in a course in a traditional classroom setting.

This time invested is an average, with some weeks requiring more and some less time to complete all assignments and activities. Participation will be evaluated as the completion of all activities within the unit or module period.

Absences

Granted, it is difficult to take roll in an online course that has no set meeting times. However, it is somewhat common to get overwhelmed, particularly if you are taking more than one online course. Sometimes, students even disappear (so to speak) from online classes. And that's truly what being absent means in a class that meets virtually: to go missing.

Don't disappear and expect to make up missed work (daily work or major assignments). If you do disappear, expect that you will have to go to your dean (in person or via email) to provide me with an excuse before I will accept any missed work. If you cannot provide me with a legit excuse via your dean, the missed work will be entered as a zero (or zeroes).

In the end, you will get the grade you get. If you decide to skip three major assignments and all homework, that's okay with me, as long as you realize you will not be permitted to make it up without documentation.

If circumstances prevent participation or timely completion of assignments, you must contact me in advance of due dates.

Technology

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L

through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Students in this course will need a working and reliable computer and internet access that will allow the use of D2L course site tools, Google Drive, and any online resources provided. No special software is required but students will need access to MS Office products or Office 365.

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. *Your computer being down is not an excuse for missing a deadline. There are many places to access your class. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into D2L.

Professionalism

Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior can result in points being deducted from a student's final grade for the course per instance of such behavior.

Accommodations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Support Services](#) in the Student Wellness Center, 940-397-4140.

Writing Center & Tutoring

[Tutoring and Academic Support Programs](#) (TASP) provides free drop-in tutoring for MSU students. Located on the first floor of Moffett Library, writing tutors are available Monday through Thursday from 11:00am to 6:00pm and Sunday 2:00pm to 9:00pm. You don't need an appointment to use these services. Writing tutors will not edit your papers for you, but they provide support and feedback at all stages of writing, from brainstorming to drafting, revising to proofreading.

Academic Dishonesty

All students are expected to adhere to the Midwestern State University Student Honor Creed when completing any work for this course. When using the content or ideas of others, both published and unpublished sources, students must use accepted documentation conventions (e.g., APA or MLA). See the MSU Student Handbook (attached to course website) to read the Student Honor Creed and the university's policy on academic dishonesty.

- All work submitted to D2L will be scanned by the Turnitin® program, which flags text that has been quoted from other sources and/or generated by AI tools such as ChatGPT.
- AI/ChatGPT: In this course, you are welcome and encouraged to use artificial intelligence platforms such as ChatGPT ***ONLY** for ***pre-writing tasks and brainstorming**. That said, you ***should not be using AI to produce your assignments or otherwise perform the “brain-work”** that you are expected to be able to do (or learn to do) on your own. Doing so will result in a grade of zero for the assignment. If this happens twice, you will receive a grade of "F" for the course.
- ***Important!** I will use Turnitin to check the AI score on all major homework and assignments, including group assignments. If your AI score is over 30%, I will ask you to explain your AI use, such as sharing a full transcript of your chats with AI and your draft version history. You also need to submit a statement describing how you used AI in your assignment(s). Failing to provide such evidence may result in a grade of zero for your assignment. Ethical AI use will be evaluated by the instructor on a case-by-case basis.
- Please act responsibly when working with your classmates, and disclose how you used AI in your group work to your group members before submitting any group assignments to me. Because the group will receive the same grade, any member's violation of the AI policy may affect the entire group's grade.
- When using the ideas of other published and unpublished sources, students must use accepted documentation conventions (i.e., MLA or APA). If you submit an assignment in which quoted content is not placed in "quotation marks" and/or you have not cited the correct source, you will receive a grade of zero for that assignment. If this occurs twice in the course, you will receive a grade of "F" for the course. There are no exceptions to this policy.

Campus Carry Statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked in accordance with state law. For more information, please refer to the MSU Texas website.

University Closure Practices

In the event of university closure because of inclement weather conditions or emergency situations, students will be notified through official campus channels (MSU Alert, MSU Safety app, Postmaster emails, and website headers) and through communication with the local news networks. Students should refer to their course syllabi, course D2L News announcements, and/or their university email for expectations related to assignments due during the closure. For this course, unless a change is posted to the course D2L News, assignments due to be uploaded or posted to D2L during the closure will remain due as scheduled. Students who are unable to complete assignments due during a closure (for example, due to a power outage) will not be penalized but will be expected to notify the professor of their situation.

English 2223 Spring 2026 B Term Schedule (3/21 to 5/8)

This tentative schedule reflects a plan for the course, but deviations from this plan **will** become necessary as the semester progresses. Students are responsible for taking note of changes announced during class time **when** they occur.

Week	Date	Topics	Important due dates & reminders (This column does not include the weekly participation assignments. Check D2L site for participations.)
Week 1	3/21 & 22	Term B classes begin	Please check your D2L site. Read <ul style="list-style-type: none"> • Course syllabus & expectations • Grading policies and standard
Week 2	3/23 to 3/29	Intro to Business and Professional Writing Self-introduction Correspondence: email & memo Internal Proposal assigned & drafting Final Project: Recommendation Report Packet assigned	Read Ch# refers to the chapter of the textbook. <ul style="list-style-type: none"> • Ch 3: Context, Audience, Purpose • Ch 6: Writing Emails, Memos, Letters and Instant Messages • Correspondence: email & memo • Internal proposal assignment description • Final project: Recommendation Report assignment description
Week 3	3/30 to 4/1	Internal Proposal peer review Presentation drafting and video recording	Read <ul style="list-style-type: none"> • Ch13: Oral Presentations <p>Important assignment</p> <ul style="list-style-type: none"> • Internal proposal peer review

Week	Date	Topics	Important due dates & reminders (This column does not include the weekly participation assignments. Check D2L site for participations.)
Holiday Break	4/2 to 4/5	Enjoy your holiday break	Internal proposal final submission due on 4/6. (Originally 4/5, postponed due to holiday break.)
Week 4	4/6 to 4/12	Internal Proposal presentation sharing Final Project: topic and group member decision Correspondence: letter Complaint Letter assigned & drafting	Read <ul style="list-style-type: none"> Ch7: Communicating Good, Neutral and Negative Messages Important assignment <ul style="list-style-type: none"> Internal proposal presentation due on 4/8
Week 5	4/13 to 4/19	Complaint letter peer review Finalizing your group members and start researching your topic	Read <ul style="list-style-type: none"> Ch18: Getting Along with Other People Ch11: Writing Reports Important assignments <ul style="list-style-type: none"> Complaint letter peer review (whole week assignment) Group project: management site 4/17 Complaint letter due on 4/19
Week 6	4/20 to 4/26	Final Project: collaborative research & report your progress Intro to Job Search Packet Document Design	Read <ul style="list-style-type: none"> Ch 17: Communicating for Employment Ch12: Visual Communication Strategies Important assignments <ul style="list-style-type: none"> Job description due on 4/24

Week	Date	Topics	Important due dates & reminders (This column does not include the weekly participation assignments. Check D2L site for participations.)
			<ul style="list-style-type: none"> Group project: progress report due on 4/26
Week 7	4/27 to 5/3	Job search packet peer review Final Project: drafting your recommendation report	Important assignments <ul style="list-style-type: none"> Job search packet peer review (whole week assignment) Job search packet due on 5/3
Week 8	5/4 to 5/8	Finalizing your recommendation report	Last day for “W”, 4/29 at 4:00 p.m. Important assignments: <ul style="list-style-type: none"> Group assignment: recommendation report due on 5/10 Individual assignment: teamwork reflection memo due on 5/10 Individual assignment: course reflection memo due 5/10
Finals Week	5/11 to 5/14	No Class	No Final Exam