

January 23, 2013

NMSU English 203 Students
New Mexico State University
Las Cruces, NM 88003

Dear English 203 Student:

The purpose of the letter is to welcome you to the online English 203: Business and Professional Communication course and to get you started in this online course. As your professor for this course, I am thrilled that I will get to know you as a virtual learner.

This course is designed to be 100% online. A 100% online course means that you will be able to take this course from the privacy of your own location as long as you have reliable technology such as internet access, a computer, Fire Fox or Safari browsers, and Microsoft Office software. You are using Canvas in this course so all you have to do is know where to go to get into your online course:

<http://www.learn.nmsu.edu> . If you have any problems concerning your computer, browsers, or Canvas, you can contact NMSU help support at help@nmsu.edu or 575.646.1840 between the hours of 8 and 5 PM Mountain Time.

Please begin by logging into Canvas and going into the Getting Started unit. Once in the Getting Started unit, read your syllabus thoroughly. There is a syllabus quiz, you can take to make sure you understand how this course is run. If you earn a 100% score on the quiz, you will get five extra credit points that will be applied to your first graded discussion. Keep taking the quiz until you get a perfect score!

In this class, you will learn how to create different types of business documents such as the formal memo, the cover letter, the resume, a complaint letter, a presentation, and a group proposal. Since this is a writing course, you will be writing a lot. You will draft and usually redraft for a final grade. You will be expected to collaborate with your peers in discussion, for feedback, and in a group project at the end of the semester. All activity revolves around relevant types of business writing, so prepare to read, get access to resources, and write, write, write.

I could say much more, but I will stop at this point; you will hear more from me on a regular basis through Announcements. Please make sure you set your notifications to receive Canvas announcements every day. If you have any questions after participating in the Getting Started unit, feel free to contact me. My contact information is on the home page of the course. I look forward to talking with you virtually and soon. And again, welcome to my class!

Regards,

Professor Sharon Lalla
New Mexico State University
Las Cruces, NM

