




# English 100WB Round Table



Sian Sloan  
SJSU English Department



I'm going to record the workshop. *I will not share the video*

- I'll use it to compile our thoughts and ideas about English 100WB
- I'll use it to improve the timing of the workshop
- I'll keep you anonymous unless you want to share.

Is that ok?

# Agenda



1. **Introductions**
2. **Share Assignments**
3. **100WB Discussion Topics**
4. **We can share syllabi at the end if there's time.**

# 100WB Snapshot Fall 2025

- Taught in two departments
- Online and in-person
- By about 14 faculty members

SJSU offers 33 sections of 100WB in the Fall of 2025:

- 12 sections are taught by the English department as *Written Communication: Business* (10 in person, 2 online)
  - 21 sections are taught by the Linguistics and Language department as *Writing Workshop for Business Students* (9 in person, 10 online).
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# Introductions

## Sian Sloan

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I taught at Gavilan Community College from 2000-2018

San Jose State 2018-2025

- Freshman English
- Introduction to Literature courses
- Critical Thinking
- Writing Center workshops.

## Business Writing

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I worked as the Writing Consultant for the Lucas College of Business Graduate School Masters Programs for 4 years, 2020-2024.

- Masters in Accounting
- Masters in Taxation
- Masters in Transportation Management

I've been teaching English 100WB exclusively since 2020.

# Introductions

How did you end up teaching English 100WB?

# Introductions

How did you end up teaching English 100WB?



# Share

We can share one assignment with each other in detail.

We can also review syllabi if we'd like.

Since there are only a few of us we have time.

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# Assignments

Sian's assignment:

Interview Scripts  
And  
Big Interview

<https://sjsu.biginterview.com/members/dashboard>

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# 100WB Discussion Topics

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- Practical v. Theoretical?
- Use of AI in business writing?
- Assignments that include AI?
- What does an AI Policy look like in a business writing class?
- Is oral communication important in a written communication class?
- Keeping up with new technology
- Using the Career Center Guides
- Other Resources? Text book or online sources?
- CLOs?
- Word count?



# Topics for Discussion

Practical v. Theoretical

What's our brief?

What's your choice?



## 100WB CLO's

- **Learning Outcome 1:** Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression
- **Learning Outcome 2:** Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
- **Learning Outcome 3:** Organize and develop essays and documents for both professional and general audiences.
- **Learning Outcome 4:** Organize and develop essays and documents according to appropriate editorial and citation standards.
- **Learning Outcome 5:** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.



# AI

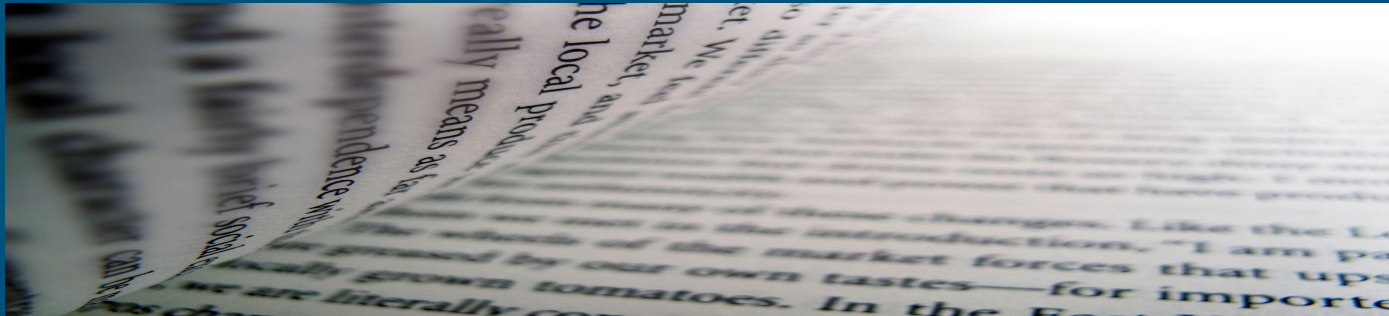


## Use of AI in business writing - yes or no?

- Assignments teaching or assessing AI?
- AI Policy: what does an AI policy look like in a business writing class?
- Integration v. Prohibition?
- Authenticity, Credibility and Trust
- Training/Pedagogy: Critical Rhetorical Skills and Genre Awareness

## What about page counts?

Written communications for business majors;  
includes minimum of 8,000 words of writing  
spaced throughout the semester.



# Is oral communication important in a written communication class?



## Using the Career Center Guides

<https://careercenter.sjsu.edu/resources/career-guides/>

- 1/ Resume and Cover Letter Guide  
(including Vmock)
- 2/ Interviewing Guide (including Big Interview)
- 3/ Utilizing LinkedIn Guide

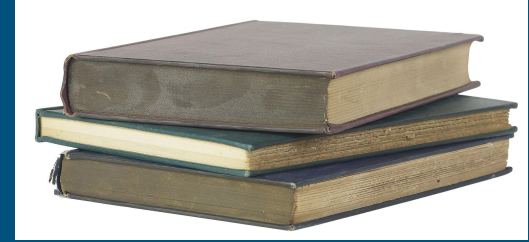
## Other Resources

Do you use a textbook?

I've used:

- *Business and Professional Writing: A Basic Guide* by Paul MacRae
- *Business Writing Today: A Practical Guide* by Natalie Canavor

Do you use online sources?





Keeping up with new technology.

Thoughts?

What forms of technology are  
important?



## Professional Organizations:

<https://cccc.ncte.org/cccc/sigs>

<https://www.businesscommunication.org/home>

# Thank you for your participation!



Next Steps:

Syllabus Bank?

Future or regular meetings?

Attend October 10th at 12 p.m. if you'd like :)

Conferences?