

ENGL 149, Summer 05  
July 25<sup>th</sup> — August 26th  
Lecture, Assignment & Workshop Schedule

**Week 1:**

July 25 Introduction to Technical Writing as a Field  
July 26 In-class Interview, applying the Five Ts (workshop)  
July 27 Test of Procedure Writing, Forming Work Groups  
July 28 No Class  
**Due: Draft of Procedures and a “What I Learned”  
Email summary (grading P/F) (11:59pm).**

**Week 2:**

Aug 1 Cover Letter Design (lecture)  
Aug 2 Resume Design, Cover Letter review (lecture, workshop)  
Aug 3 Technical Solution Proposal Design and Structure (lecture)  
Aug 4 Collaborative Editing and File Management (lecture/workshop)  
**Due: Each Group Chooses Project Problem  
Notify instructor by email memo (11:59pm)  
Due: Resume, Cover Letter,  
Summary email, copy of job ad (11:59pm)**

**Week 3:**

Aug 8 Class Workshop Review of Proposals (workshop)  
Aug 9 Class Workshop Review of Proposals (workshop)  
Aug 10 Role of Technical Writer in Design Process (workshop)  
Aug 11 Rapid Prototyping and System Documentation (workshop)  
**Due: First full draft of Technical Solution Proposal (11:59pm)**

**Week 4:**

Aug 15 Running a Usability Test (lecture/workshop)  
Aug 16 Testing of Steps and Procedures (workshop)  
Aug 17 What is a White Paper and how do you write one? (lecture)  
Aug 18 Role of White Paper in Technical Solution  
Proposal (lecture/workshop)  
**Due: Final Draft of Steps and Procedures  
from Rapid Prototyping Project (11:59pm)**

**Week 5:**

Aug 22 Layout and Design for Usability, part I (lecture/workshop)  
Content of Individual Portfolio, part I (lecture)  
Aug 23 Layout and Design for Usability, part II (lecture/workshop)  
Content of Individual Portfolio, part II (lecture)  
Aug 24 Open Workshop, Group Project Development and Completion  
Aug 25 Open Workshop, Group Project Development and Completion  
**Due: Final White Paper Draft (11:59pm)**

**Finals Week**

**Aug 31 Due: Final Draft of Technical Solution Proposal,  
All other revised work (11:59pm)**