

English 148-01: Spring 2009

Schedule of Topics and Assignments

Assignments are due IN MY HANDS AT THE START OF CLASS unless you make prior arrangements and attach an explanatory memo of transmittal. (Don't slide them under the office door.)

- * = in class assignment
- I = individual assignment
- G = group assignment
- OL = on-line material

Class topics, activities + reading to finish before class

Assignments due/Tests

Week	Class topics, activities + reading to finish before class	Assignments due/Tests
Week 1 3/30–4/2	M introduction; syllabus	
	T holiday	
	W assignments—chs 1, 2	
	R diagnostic essay	communication improvement memo (I); *diagnostic essay (I); *sign up for ind
Week 2 4/6–4/9	M <i>Revising Business Prose</i>	
	T style—OL + pp 41–52, skim Appendix A	
	W 2 ind pres; present proposals; start messages—OL + pp 186–202 and Ch 5	project proposal (I)
	R résumé construction—pp 202–207; Computer Lab: meet in 35-217D	
Week 3 4/13–4/16	M 2 ind pres; continue messages; collaboration; groups form	*conference sign up (G); *group pres sign up (G)
	T doc specs—OL	*Quiz 1
	W 2 ind pres; message formats—business letters—OL,	résumé (I)
	R style; informal reports—OL + pp 207–215	
Week 4 4/20–4/23	M 2 ind pres; information gathering—OL + Ch 4	doc specs (except for style sheet)—remember memo of transmittal
	T 2 ind pres; proposals—OL + pp 282–290; oral presentations—OL + pp 215–222	
	W organization & accessibility—OL	*Quiz 2
	R doc design & graphics—OL + Chs 8, 9	
Week 5 4/27–4/30	M outline discussion	outline and skeleton summary table —remember memo of transmittal
	T 2 ind pres; processes & instructions—OL + pp 232–247	
	W instructions and usability testing—pp 35–41	*Quiz 3
	R Computer Lab: meet in 35-217D —document formatting—OL	

Class topics & activities, reading finished before class		Assignments due/Tests	
Week 6 5/4–5/7	M	2 ind pres; drafting—OL	doc specs style sheet (G)
	T	3 ind pres; paragraph/section development	status report (I)
	W	2 ind pres; descriptions—pp 226–232, 248–253, 257–267	
	R	résumés—pp 202–207, Guest lecturer, Tammy Martin: meet at Career Services 124-224 (by Mustang Stadium)	
Week 7 5/11–5/14	M	2 ind pres; laws—Ch 7	
	T	2 ind pres; ethics—Ch 6	print out and bring copy of recommendation report checklist (OL)
	W	2 ind pres; document supplements—pp 267–282 & skim Appendix B	*Quiz 4
	R	argumentation and statistical fallacies	
Week 8 5/18–5/21	M	audience diversity—OL	draft (paper) of recommendation report—one copy per group member (G)
	T	trade & grade: content review and editing—OL + skim Appendix A	bring paper draft again; *Quiz 5
	W	trade & grade: formatting—Computer Lab: meet in 35-217D	draft (electronic) of recommendation report—2 different copies/media (G); memo rewrite (I)
	R	conferences in classroom	
Week 9 5/25–5/28	M	holiday	
	T	conferences in classroom	
	W	conferences in classroom	
	R	in-class essay	*in-class essay (I)
Week 10 6/1–6/4	M	group presentations	some presentations & .ppt printouts (G)
	T	group presentations	some presentations & .ppt printouts (G)
	W	group presentations	some presentations & .ppt printouts (G)
	R	group presentations	some presentations & .ppt printouts (G) ; product recommendation report (G) ; group evaluations (I) —OL
Final Exam	M 6/8	final exam period 1:10 to 4:00 in my office 47-22C	any group evaluation forms not turned in on the last day of class (I)