

English 149-11: 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

	Class topics, activities + reading to finish before class	Assignments due/Tests
Week 1 3/31–4/3	T holiday	
	W introduction; syllabus	
	R assignments, messages—OL + Chs 1, 2	
	F diagnostic essay	*diagnostic essay (I); *sign up for ind pres
Week 2 4/7–4/10	T <i>Revising Business Prose</i> —skim Appendix A	
	W collaboration; groups form	*conference sign up (G); *group pres sign up (G)
	R 2 ind pres; processes & instructions—OL + pp 232–247	communication improvement memo (I)
	F 2 ind pres; messages—pp186–202; business letters OL; memos—OL + Ch 5	
Week 3 4/14–4/17	T doc specs and audience analysis—OL	*Quiz 1; blank paper copies of assembly instructions doc specs for each group member (on website) (I)
	W style—OL + pp 41–52, skim Appendix A	
	R 3 ind pres; continued message formats and email	assembly instructions doc specs (pp 1 & 2—not style sheet) with memo of transmittal (G)
	F peer review and usability testing—pp 35–41	bring prototype and printout of assembly instructions (G)
Week 4 4/21–4/24	T style; informal reports—OL + pp 207–215	*Quiz 2
	W 2 ind pres; organization & accessibility—OL	engineer interview memo (I)
	R 2 ind pres; doc design & graphics—OL + Chs 8,	
	F Computer Lab: meet in 35-111B —document formatting—OL	résumé (I)
Week 5 4/27–5/1	T 3 ind pres; information gathering—OL + Ch 4	assembly instructions doc specs style sheet (p 3) (G)
	W Library Day: Meet at the back of the Reference Rm 35-111H	
	R Library Day: Meet at the back of the Reference Rm 35-111H	
	F drafting—OL	*Quiz 3

Class topics & activities, reading finished before class

Assignments due/Tests

Week 6 5/5–5/8	T	3 ind pres, paragraph/section development	
	W	2 ind pres; laws—Ch 7	assembly instructions polished draft (G)
	R	Résumés—pp 202–207, Guest lecturer, Tammy Martin: Meet at Career Services 124-224 (by	
	F	document supplements—OL + pp 267–282 & skim Appendix B	*Quiz 4; bring paper copy of recommendation report checklist from my website (I)
Week 7 5/12–5/15	T	outline evaluation	engineering recommendation report doc specs (all pages), outline , and summary table (and remember the transmittal memo) (G)
	W	2 ind pres; ethics—Ch 6	
	R	2 ind pres; descriptions—OL + pp 226–232, 248–253, 257–267	professional journal memo (I)
	F	proposals—OL + pp 282–290; oral presentations—OL + pp 215–222	*Quiz 5
Week 8 5/19–5/22	T	2 ind pres; audience diversity—OL	
	W	trade and grade: content review and editing	engineering recommendation report polished draft (paper) —one copy per group member (G)
	R	trade & grade: formatting & design: Meet in Computer Lab 35-111B	engineering recommendation report polished draft (electronic) (G): memo rewrite (I)
	F	conferences in classroom	
Week 9 5/26–5/29	T	holiday	
	W	conferences in classroom	assembly instructions (final draft) (G)
	R	conferences in classroom	
	F	essay exam	essay exam (I)
Week 10 6/2–6/5	T	group presentations	some group presentations and .ppt printouts (G)
	W	group presentations	some group presentations and .ppt printouts (G)
	R	group presentations	some group presentations and .ppt printouts (G)
	F	group presentations	some group presentations and .ppt printouts (G); final draft of recommendation report ; group evaluations —OL
Final Exam		final exam period— M 10:10–1:00 in my office, 47-22C	any group evaluation forms not turned in on the last day of class (I)