

English 149 Class Schedule

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

MFW = Mary Forte's website—look up the topics under their matching headings on the my website

HTW = *Handbook of Technical Writing*—**Note:** A- and B-students make sure they have a clear understanding of all the underlined words as well

	Class topics, activities + reading to finish before class	Assignments due/Tests	
Week 1 3/28– 4/1	M	introduction; syllabus	
	T	assignments—MFW + read iFixit's student deliverables page and links: http://www.ifixit.com/Info/Student_Deliverables	bring copy of assignment descriptions from my website (paper or electronic)
	R	holiday	
	F	iFixit project video and prep (remember we are meeting in 35-217D on Fridays)	*sign up for ind pres
Week 2 4/4–4/8	M	collaboration; groups form—HTW: "collaborative writing", "meetings", "scope", "listening", "technical writing style"	communication improvement memo (I); *group pres sign up (G); *get group numbers in class. AFTER CLASS: register yourself and your group at www.ifixit.com/Wiki/Cal_Poly (I, G)
	T	diagnostic essay	*diagnostic essay (I); pick up device, toolkit, and light kit from iFixit (you need your group #)
	R	professional writing style—HTW: skim table of contents	
	F	Résumés Guest lecturer, Tammy Martin: meet at Career Services 124-117 (by Mustang Stadium)—HTW: "application letter", "interviewing for a job", "job search", "résumés"	Milestone 1a: Project Proposal (G)
Week 3 4/11– 4/15	M	doc specs and audience analysis—MFW + HTW: "audience", "context", "preparation", "purpose", "readers", "tone"	MFW: bring blank paper printout of iFixit Guide doc specs; résumé (I)
	T	3 ind pres; troubleshooting guides, ad language, and crash blossoms	iFixit Guide doc specs and disassembled device to show me (G)
	R	processes, instructions—MFW + HTW: "instructions", "manuals", "process explanation"	*Quiz 1
	F	style—MFW + HTW: "style", "affectation", "awkwardness", "conciseness", "clarity", "gobbledygook", "voice", re-skim last 5 sections of table of contents and look up unfamiliar terms	Milestone 1b: Troubleshooting Guide and Flow Chart (G)
Week 4 4/18– 4/22	M	2 ind pres, message content— MFW: memos + HTW: "conclusion", "correspondence", "introductions", "positive writing", "refusal letters", "selecting the medium", "'you' viewpoint"	
	T	3 ind pres, definitions— HTW: "defining terms", "description", "glossary", paragraph development and revision—MFW + HTW: "proofreading", "repurposing", "revision"	
	R	3 ind pres; message formats, email—MFW: business letters + HTW: "email", "format", "letters", "memos"	
	F	iFixit consultation	Milestone 2: Device Page (G); bring device, tool kit, questions for iFixit
Week 5 4/25– 4/29	M	engineering interviews discussion	engineer interview memo (I)
	T	paragraph/section development	*Quiz 2

Remember to include a memo of transmittal when needed.

4/29

R	3 ind pres, drafting—MFW + HTW: "brainstorming", "persuasion", "writing a draft"; proposals—MFW + HTW: "proposals"	
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Class topics and activities, reading finished before class**Assignments due/Tests**

F	peer review and quality assurance—HTW: "usability testing"	Milestone 3: Repair Guide Rough Draft (paper and electronic), assembled device, and tool kit
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Week 6
5/2– 5/6

M	3 ind pres; recommendation report discussion	
T	information gathering—MFW + HTW: "documenting sources", "research"	*Quiz 3
R	recommendation report consultation	doc specs for engineering recommendation report
F	doc design & graphics—MFW + HTW: "layout and design", "visuals" plus all the underlined terms	

Week 7
5/9– 5/13

M	Library Day: meet at the back of the Reference Rm 35-111B	status report (I)
T	3 ind pres; organization & accessibility—MFW + HTW: "headers and footers", "headings", "methods of development", "organization", "outlining", "transitions"	
R	3 ind pres; style; informal reports—MFW + HTW: "reports" plus all the underlined terms	*Quiz 4
F	document formatting, document supplements, and formal reports—MFW + HTW: "formal reports" plus all the underlined terms except those pertaining to visuals/graphics	

Week 8
5/16–
5/20

M	laws—HTW: "copyright"	
T	2 ind pres; ethics—HTW: "ethics in writing" plus all the underlined terms	
R	presentations—MFW + HTW: "presentations"	
F	group work, consultation day	*Quiz 5

Week 9
5/23–
5/27

M	audience diversity—MFW + HTW: "global communication", "global graphics," "international correspondence"	professional (peer-reviewed) journal memo (I)
T	recommendation report consultation appointments	groups with appointments: engineering recommendation report draft (G)
R	recommendation report consultation appointments	
F	essay exam	essay exam (I); all students: memo rewrite

Week 10
5/30–6/3

M	holiday	
T	group presentations	groups with appointments: engineering recommendation report draft (G)
R	group presentations	some group presentations and .ppt printouts (G)
F	group presentations	• some group presentations and .ppt printouts (G) • Milestone 4: Final Guides; • group evaluations—MFW • final engineering recommendation report (G)

Finals Week
6/6–6/10

	final exam period— Sec 10:M 10:10–1:00; Sec 11: W 7:10–10:00 in my office, 47-22C	any group evaluation forms not turned in on the last day of class are due by the end of your section's final exam period (I)
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