

English 310 Class Schedule: Fall 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; all assignments are individual assignments unless marked *group*

		Class topics & activities, readings to finish before class	Assignments due/Tests
Week 1 9/21– 9/24	M	No class (furlough day)	
	T	introduction, syllabus	
	W	diagnostic essay/GWR 1	*diagnostic essay; *sign up for individual presentations (communication improvement)
	R	<i>Revising Business Prose</i> ; Chapters 1, 2, 4	
Week 2 9/28–10/1	M	workplace cultures, experience discussion, and intros	
	T	2 ind pres; collaboration and group formation; Ch 14	communication improvement letter (remember the overhead transparency too); *group presentation sign ups
	W	business letter, memo, email format; Appendix A	
	R	résumé construction in computer lab 9:10 and 10:10 classes in 35-217D, 12:10 class in 35 216A Ch 7	*Quiz 1
Week 3 10/5– 10/8	M	2 ind pres; aud analysis (you-attitude, goodwill); Ch 3, 5	goals and planning memo AND résumé—do not staple these together
	T	2 ind pres; audience analysis	
	W	2 ind pres; paragraph and section development; Ch 15, 16	
	R	2 ind pres; email, texting, etc. protocol	improvement plan topic proposal and group charter (group memo)
Week 4 10/12–10/15	M	positive/neutral messages; Ch 10	*Quiz 2
	T	2 ind pres; positive/neutral messages	
	W	2 ind pres; interview results discussion	workplace interview memo
	R	furlough day (style and mechanics); on website: Common Mechanics Issues, Removing Be-Forms	
Week 5 10/19–10/22	M	furlough day (revising); Appendix B	
	T	direct inquiries	*Quiz 3
	W	2 ind pres; negative messages; Ch 11	announcement email and paper copy
	R	In-class essay 1 (required for all—not GWR)	*in-class essay 1
Week 6 10/26–10/29	M	2 ind pres; negative messages	
	T	2 ind pres; persuasive and sales messages; Ch 12	progress report on improvement plan—email and paper copy (group)
	W	document design and visuals; Ch 6	
	R	GWR 2	*GWR (for those who still need it)

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Week 7	M presentation strategies	optional for A/B eligibility: second workplace interview memo
11/2– 11/5	T 2 ind pres; presentation strategies	
	W 2 ind pres; job application letters; Ch 8	
	R job interviews; Ch 9, 17	*Quiz 4
Week 8	M 2 ind pres; laws	
11/9–11/12	T 2 ind pres; ethics	marketing slides printout
	W holiday	
	R furlough day (working on presentations with groups)	
Week 9	M international communication; Ch 13	job application letter
11/16–11/19	T resume screening	resume (revised as desired) with all contact information removed
	W resume screening	
	R In-class essay 2 (required for all—not GWR)	*in-class essay 2
Week 10	M GWR practice	final rewrite
11/23–11/26	T furlough day (revising presentations with group)	
	W holiday	
	R holiday	
Week 11	M group presentations	improvement plan presentations with
11/30–12/3	T group presentations	improvement plan presentations with printouts of slides and bibliographies (scheduled groups)
	W group presentations	improvement plan presentations with printouts of slides and bibliographies (scheduled groups); AND group evaluations (forms on website)
	R furlough day (MS Word formatting); on website: Word Formatting instructions	
Finals	GWR 3—section 01: M 10:10 to 1:00; section 02: F 7:10 to 10:10; section 03: F 10:10 to 1:00	*GWR (for those who still need it)
12/7–12/11		

Furlough Information: Due to the budget situation in California, you will see six days designated as furlough days in this class schedule. On those days I am contractually prohibited from working—no teaching, no email, no grading, and no pay. I have indicated the work we would have done in class on those days, and I strongly encourage you to take advantage of the furlough days to work on those topics and activities independently.

