

ENGL 3203: Technical Writing Course Schedule

Detailed information about the assignments for each unit can be found in the unit folders in D2L. LATE ASSIGNMENTS WILL RECEIVE AN AUTOMATIC ZERO GRADE.

UNIT ONE (Weeks 1-2): *Introductions*

Begin by Reading:

1. Unit One Class Notes
2. Unit One Assignment Sheets
3. Ch 1: Introduction to Technical Communication
4. Ch 3: Writing Technical Documents
5. Ch 5: Analyzing Your Audience and Purpose
6. "Writing Emails" on pages 378-382 in Ch 14

Then Complete Assignments:

1. Personal Introduction Discussion Board Post (DB1)
Initial post due Friday, 8/28, 11:30 p.m.
Follow-up posts due Monday, 8/31, 11:30 p.m.
2. Professional Introduction Email, emailed to me no later than Thursday, 9/3, 11:30 p.m.
3. Quiz 1, due 9/4, 11:30 p.m.

UNIT TWO (Weeks 3-6): *Ethics & Collaborating on Writing a Memo*

Begin by Reading:

1. Unit Two Class Notes
2. Unit Two Assignments
3. Ch 2: Understanding Ethical and Legal Obligations
4. Ch 4: Writing Collaboratively
5. Ch 14: Corresponding in Print and Online

Then Complete Assignments:

1. Ethics Discussion Board (DB2)
Initial post due Friday, 9/11, 11:30 p.m.
Follow-up post due Monday, 9/14, 11:30 p.m.
2. Quiz 2 due Friday, 9/11, 11:30 p.m.
3. I will form groups and groups will collaborate on memo (weeks 4-6)
5. Ethics Memo due to me Friday, 10/2, 11:30 p.m.

UNIT THREE (Weeks 7-10): *Preparing Job Materials*

Begin by Reading:

1. Unit Three Class Notes
2. Unit Three Assignments
3. Ch 8: Communicating Persuasively
4. Ch 9: Emphasizing Important Information
5. Ch 10: Writing Correct and Effective Sentences
6. Ch 15: Applying for a Job

Then Complete Assignments:

1. Jobs Discussion Board Post (DB3)
Initial Post due Friday, 10/9, 11:30 p.m.
Follow-up Posts due Monday, 10/12, 11:30 p.m.
2. Quiz #3 due Friday, 10/9, 11:30 p.m.
3. Draft of Job Materials (Cover Letter & Resume) due to Peer Review Groups Friday, 10/16, 11:30 p.m.
4. Peer Review Reports due to group and me Friday, 10/23, 11:30 p.m.
5. Job Materials (Cover Letter & Resume) due to me Friday, 10/30, 11:30 p.m.

UNIT FOUR (Weeks 11-14): *Writing a Recommendation Report*

Begin by Reading:

1. Unit Four Class Notes
2. Unit Four Assignments
3. Ch 6: Researching Your Subject
4. Ch 11: Designing Print and Online Documents
5. Ch 18: Writing Recommendation Reports

Then Complete Assignments:

1. Recommendation Report Discussion Board (DB4)
Initial Post due
Follow-up Posts due
2. Quiz #4 due Friday, 11/6, 11:30 p.m.
3. Recommendation Report draft due to peer review group Monday, 11/9, 11:30 p.m.
4. Peer Review Reports due to group and me Friday, 11/13, 11:30 p.m.
5. Recommendation Report due Friday, 11/20, 11:30 p.m.

WEEK 15 AND FINALS WEEK:

Read Ch 7: Organizing Your Information and the Final Reflection Assignment Sheet; Prepare to write Final Reflection; Final Reflection due Monday, 12/7, 11:30 p.m.