Calendar for Technical Writing--SPRING, 2010

All Assignment are in your expensive class text:**Key for Abbreviations used below:
Technical Communication = TC, Ch. = Chapter; ex. = exercises, pp. = pages.

**Week 1--Tuesday–1/19--Course Introduction, review syllabus and guidelines and
questionnaire.

**Thursday–1/21--Discuss all of Chapter 1 in Technical Communication (TC).

**Week 2--Tuesday–1/26--Discuss all of Chapter 2 in TC.

**Thursday–1/28--Discuss all of Chapter 3 in TC.

**Week 3--Tuesday–2/2--Discuss all of Chapter 9 in TC.

**Thursday–2/4--Discuss all of Ch. 14 in TC.

**Week 4--Tuesday–2/9--MEMO DUE TODAY & start Ch. 15 on the Resume!

**Thursday–2/11--Discuss 1st half of Ch. 15 in TC (pp. 389-415).

**Week 5--Tuesday–2/16--RESUME DUE TODAY! & start Job Application Letter.

**Thursday–2/18--Discuss 2nd half of Ch. 15 in TC (pp. 415-430).

**Week 6--Tuesday–2/23--JOB APPLICATION LETTER DUE TODAY & start Definition Assignment.

**Thursday–2/25--Discuss pp. 540-548 in Ch. 20 in TC.

**Week 7--Tuesday–3/2--DEFINITION ASSIGNMENT DUE TODAY & start Description Assignment.

**Thursday–3/4--Discuss pp. 549-557 in Ch. 20 in TC.

**Week 8--Tuesday–3/9--DESCRIPTION ASSIGNMENT DUE TODAY & start Instructions Assignment.

**Thursday–3/11--Discuss pp. 558-571 in Ch. 20 in TC.

**Week 9--Tuesday–3/16--SET OF INSTRUCTIONS DUE TODAY & start Proposal Assignment.

**Thursday–3/18--Discuss pp. 431-458 in Ch. 16. (I will give you a Midterm Self-Assessment to work on over Spring Break that allows you to provide input on your grade in the class so far and to comment on what you will do to keep the grade you have earned or make changes that will allow you to earn the grade you desire.)

**Week 10--SPRING BREAK--3/22-3/26--NO CLASSES THIS WEEK! KEEP FOLLOWING THE SCHEDULE.**

**Week 11--Tuesday–3/30--Finish discussing Ch. 16 today.

**Thursday–4/1--Peer-critique Proposal Rough Drafts today.

****Friday–April 2nd--Last day to withdraw from a full-semester course!!!****

**Week 12--Tuesday–4/6--PROPOSAL DUE TODAY & start discussing Recommendation Reports.

**Thursday–4/8--Discuss 1st half of Chapter 19 (pp. 500-518).

**Week 13--Tuesday–4/13--Discuss 2nd half of Chapter 19 (pp. 519-538).

**Thursday–4/15--Pre-writing in class for Recommendation Report.

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**Week 15--Tuesday-4/27**--RECOMMENDATION REPORT DUE TODAY & start discussing Ch. 21.

**Thursday-4/29**--Finish discussing Ch. 21 in TC (pp. 578-606). (Course Evaluation?)

**Week 16--Tuesday-5/4**--START ORAL REPORTS TODAY!

**Thursday-5/6**--CONTINUE ORAL REPORTS TODAY!

Regular Classes end on May 7th!

**Week 17--Final Exam Week May 8th to 14th.**

Classes do NOT meet at their regular time this week. Get a Final Exam Schedule from My NWACC Connection or the school's home page.

**Thursday-5/13**--FINAL EXAM--2:15-4:15 p.m. FINISH ORAL REPORTS TODAY!

I will also give you a Self-Assessment form to complete for homework this final week and it will be due the day of the Final Exam. This self-assessment lets you review all your work from the semester and allows you to comment on and help determine the grade you have earned. It is valuable input towards your course grade.

NOTE: The key to success in this class will be keeping up with both the assigned readings and the weekly writing assignments. Getting behind on either might make it hard to catch up with the rest of the class. If everyone has difficulty keeping up, however, the due dates may be pushed back, but the number of assignments will NOT be reduced. We are already leaving out some points about technical writing we should be covering in this class, but the chosen nine assignments are the most important for you to learn in order to be able to practice technical writing in the working world.

Remember to see me if you cannot understand my comments on any one of your assignments. You may revise any of the assignments--ONCE--after it has been returned to you and turn it back in within two weeks of the day it was returned to you. (Turning in all the assignments at once at the end of the term is NOT an option.) Revision means changing content where editing means changing surface-level errors such as mechanics, punctuation, grammar and usage. Full top to bottom revision means working on both content and revision so all areas of both improve. Just responding to marked errors and keeping the same content will not necessarily change the grade on an assignment.

Good luck in this course and let’s have fun!!!!!