



**ASSIGNMENTS AND EXAMS** (Due dates may be subject to change.)

TESTS AND ASSIGNMENTS	DUE DATE	LENGTH	YOUR GRADE IN PERCENT	VALUE OF ASSIGNMENT VALUE	YOUR TOTAL
Assignment I: Correspondence Portfolio	January 29	200-300 wds per letter		10%	
Assignment II: Illustrated Report	February 10	500-600		15%	
Midterm Exam	February 19			15%	
Assignment III: User Manual	March 2	4 – 8 pages		20%	
Assignment IV (Exam): Informal Report	March 2	500		10%	
Assignment V: Job Search Documents <ul style="list-style-type: none"> <li>• Info interview &amp; contacts</li> <li>• Résumé</li> <li>• Cover letter</li> </ul>	March 22	1 page max 2 pages max 200 - 300 wd		20% (4) (8) (8)	
QUIZZES	Schedule lists provisional dates			10%	
TOTALS				100%	

**Note:** A peer edit is a required element of most assignments. Failure to be present in class and to participate in peer edits and/or failure to have assignments ready for in-class peer edits will result in deductions from an assignment's grade.

PEER EDITS	Jan 27 Feb 5 Feb 26 Mar 18			Possible deductions: 40 %	
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**CALCULATING YOUR GRADE**

To calculate your grade as the course progresses, multiply your "GRADE IN PERCENT" by the "ASSIGNMENT VALUE." Then divide your answer by 100.

There will be a number of open book quizzes and copyedits. These will not count for marks. Their purpose is to help you learn grammar and effective communication concepts and to prepare you for the midterm exam.

**ATTENDANCE**

Attendance is vital. I take it seriously, and you should too.

**If you miss an exam without prior consultation and a deferral from me, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.**

**If you miss a peer edit, similarly you will lose the 10 or 15% attached to peer edits.**

In the event that you must miss a class, it is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

**Submission of assignments**

All assignments must be word processed. They will be graded for both content and form.

**Due dates and late papers**

- **You must complete and submit all assignment to pass this course.** Even if you have to submit a paper so late that it will receive 0, it must be submitted by December 8, 2003, and **must fulfill the requirements of the assignment.** If you have left any assignments unsubmitted or incomplete by December 8, your final grade will be F.
- Assignments are due on the due date at the beginning of class.
- Unless you consult me well in advance to arrange a deferral, assignments submitted after the normal due date will be penalized 5% per day including weekends.

**Assignment format**

- Word-process on 8 1/2 X 11” white paper.
- In most cases, write on one side of the paper only.
- Use block format; that is, single space the text, and double space between paragraphs. Do not indent paragraphs.
- Use 12 point font.
- Normally, use the default margins in your word processing software, about one and one half inch on top and left, one inch on bottom and right. Adjust margins for design purposes when appropriate.
- Paginate in Arabic numerals (1, 2, 3...).
- Staple pages in top left corner.
- Do not add title pages or covers unless instructed to do so.

**Camosun College Grading System:**

A+	95-100	B+	80-84	C+	65-69	F	49 and below
A	90-94	B	75-79	C	60-64		
A-	85-89	B-	70-74	D	50-59		

**English 170, January 2004**

**THIS SCHEDULE IS PROVISIONAL AND SUBJECT TO CHANGE.**

	TUESDAY	WEDNESDAY
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<p><b>WEEK 1</b> January 5 - 9</p> <p>Start job search prep.</p>	<p>Intro to course and lab</p> <ul style="list-style-type: none"> <li>• learning outcomes</li> <li>• requirements / assignments</li> <li>• course pack, layout (T of C highlight)</li> <li>• why tech writing? (CP 3, 4, 83-84)</li> </ul> <p>Handout: Job Search Assignment: <b>START</b></p> <p>Technical/Workplace Communication</p> <ul style="list-style-type: none"> <li>• good and bad eggs, workplace writing</li> <li>• intro the 7 C's</li> <li>• 7 Cs Exercises</li> </ul> <p>Begin doc design</p> <ul style="list-style-type: none"> <li>• bulleted lists and alignment</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Read CP 1-16</li> <li>• Be prepared for open-book grammar quiz next class.</li> </ul>	<p><b>10 grammar minutes</b></p> <p>Doc Design cont' d</p> <ul style="list-style-type: none"> <li>• Subject lines</li> <li>• Completeness exercise</li> </ul> <p>Open-book Grammar Quiz</p> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Read CP 17-19, doc Design</li> <li>• Review 7 C's for quiz next day</li> </ul>
<p><b>WEEK 2</b> January 12 - 16</p>	<p><b>7 C's Quiz.</b></p> <p>Overview of letter format incl. style guide, lists, headings, neutral letter org, Seven Cs</p> <p>Exercises:</p> <ul style="list-style-type: none"> <li>• Style sheets: CP 32-35</li> <li>• Communicating all info in 1 shot</li> <li>• Action segment CP 27 (exercise email)</li> <li>• Sample letters: CP 35, 41</li> </ul> <p>Review samples of badly- and well-written neutral communications: CP82-83.</p> <p>In-class task: Revise poor-quality letter and submit at end of class.</p> <p><b>Homework:</b> Reread CP82-83. Do Ex 3, CP 84-85.</p>	<p><b>10 grammar minutes</b></p> <p>Generic feedback on letters.</p> <p>Take up Ex, CP 84-85.</p> <p>Intro Assignment I: Correspondence Portfolio, CP 151 (ADD peer ed)</p> <ul style="list-style-type: none"> <li>• Review neutral letter form</li> <li>• Revise CP 85, (Neutral) Peer ed</li> <li>• Indirect refusal form</li> <li>• Exercises: <ul style="list-style-type: none"> <li>○ Neutral comments: CP 43</li> <li>○ Writing an alternative</li> <li>○ Ending on a constructive note</li> </ul> </li> <li>• Sample: CP 44-45</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Review CP32-35, 39-45</li> </ul>
<p><b>Week 3</b> January 19 - 23</p>	<p>In-class task: Work on Assignment I, Correspondence Portfolio</p> <ul style="list-style-type: none"> <li>• Neutral letter scenario</li> <li>• Indirect refusal scenario</li> </ul>	<p><b>10 GRAMMAR MINUTES</b></p> <p>Copyedit and correction</p>

	<ul style="list-style-type: none"> <li>• Hand in drafts at end of class</li> </ul> <p>(We will return to letters in the Job Search Assignment: Persuasive Cover Letter.)</p> <p><b>Homework:</b> Complete both letters for peer edit next week. Peer edit is required element.</p>	<p>Finish exercises</p> <ul style="list-style-type: none"> <li>• Addresses, Page 2 headers</li> <li>• Wordiness: Ex 4 &amp; 5, CP 12</li> <li>• Idiom: CP 16, Quiz ex, CP 117</li> </ul> <p><b>Homework:</b> Correspondence Portfolio is due next class.</p> <p>Prep next segment of course by reading CP 18-20 &amp; 24-27</p>
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<p><b>WEEK 4</b> January 26 - 30</p> <p>How is the job search prep going?</p>	<p><b>10 grammar minutes</b></p> <p>Peer edit: (* worth 10%)</p> <ul style="list-style-type: none"> <li>• Honours system</li> <li>• Step-by-step edit</li> </ul> <p>Begin Memos</p> <ul style="list-style-type: none"> <li>• Headings: effective, clear</li> <li>• Org of body</li> <li>• 1 para + 1 main idea</li> <li>• Draft O'Sun College practice memo CP 90</li> </ul> <p><b>Homework:</b> Complete draft of O'Sun memo and bring to class next day for peer edit.</p>	<p><b>DUE: Assignment I, Corr Portfolio.</b> Submit drafts as well as finalized documents.</p> <p><b>10 grammar minutes: Quiz wordiness, idiom</b></p> <p>Types of Memo reports: CP 24</p> <p>Evaluating O'Sun memos</p> <ul style="list-style-type: none"> <li>• Format, white sp, alignment</li> <li>• Sample</li> <li>• Correctness</li> </ul> <p>Compare drafts with Sample</p> <p><b>Homework:</b> Review work done in class, study sample, study CP 21-23.</p>
<p><b>WEEK 5</b> February 2 - 6</p>	<p>Drafting Assignment II</p> <p>Graphics</p> <ul style="list-style-type: none"> <li>• Lecture (CP 21-22) <ul style="list-style-type: none"> <li>○ Charts and figures</li> <li>○ Labels, keys, captions</li> <li>○ Ref to graphic in text</li> <li>○ Clutter and clarity</li> <li>○ Raw data and interpretive data</li> </ul> </li> </ul> <p>Create graph (CP 23) and insert a line of interpretive data</p> <p>Practice elements using "Camosun Enrolment" scenario or Major League Hockey.</p> <p>Draft Assignment II, Illustrated Memo Report from handout</p> <p><b>Homework:</b> Complete draft of Assignment II for peer edit next class.</p>	<p><b>10 Grammar minutes</b></p> <p><b>Quiz:</b> Letters and gr: addresses, p 2 headers, parallelism, idiom</p> <p><b>Peer Edit draft of Assignment II.</b> (*worth 10%)</p> <ul style="list-style-type: none"> <li>• Check design: layout of charts and figures, white space, org, block format, pagination, use of bullets/numbers if appropriate.</li> <li>• Check for clear ref to graphics in text</li> <li>• Check logic and consistency of headings</li> <li>• Check subject line</li> <li>• Conclusion: specific results, recommendations, and/or specific action segment</li> </ul> <p><b>Homework:</b> Revise Assignment II, which is due next class.</p>
<p><b>WEEK 6</b> February 9 - 13</p>	<p>DUE: Assignment II: Illustrated Rept.</p> <p>Begin Assignment III: User Manual</p> <ul style="list-style-type: none"> <li>• <b>Practice Exercises:</b> <ul style="list-style-type: none"> <li>○ Sorting types of text</li> <li>○ Practicing intros</li> <li>○ Practicing conclusions</li> </ul> </li> <li>• Hand out of assignment</li> <li>• Discussion assign &amp; evaluation guide</li> </ul>	<p><b>10 grammar minutes</b></p> <p><b>QUIZ</b></p> <p>Prep for midterm.</p> <ul style="list-style-type: none"> <li>• Additional types of memos <ul style="list-style-type: none"> <li>○ exercises</li> </ul> </li> <li>• Grammar review</li> <li>• Copyedit</li> </ul>

Job search prep?	<ul style="list-style-type: none"><li>• Opening pages</li><li>• Pagination</li><li>• Design: simple, consistent, clear</li><li>• Fail-safe precautions, hints, tips</li><li>• Imperative mood</li></ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"><li>• Reread Assignment III carefully.</li></ul>	<p><b>Homework:</b> Punctuation quiz next class</p>
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<p><b>Week 7</b> February 16 – 20</p>	<p><b>10 grammar minutes (Punct Quiz)</b></p> <p>Return Assignment II. Debrief</p> <p>Assignment III, User Manual, continued.</p> <p><b>HOMEWORK:</b> PREP FOR MIDTERM</p>	<p><b>MIDTERM EXAM</b> will include questions from any or all of the following:</p> <ul style="list-style-type: none"> <li>• grammar</li> <li>• Punct: CP 67 &amp; 75</li> <li>• Workplace idiom: CP 117</li> <li>• Effective writing: CP 81, 85-86</li> <li>• Active voice: CP 69</li> <li>• Letters and memo</li> </ul>
<p><b>WEEK 8</b> February 23 - 27</p> <p>Job prep is due next week.</p>	<p><b>FINAL CLASS FOR USER MANUAL</b></p> <p><b>Homework:</b> If you haven't already done the job prep, do so now.</p>	<p>Full Peer edit, User Manual (*worth 10%)</p> <p><b>Homework:</b> Make final revisions to User Manual. Due next class.</p>
<p><b>Week 9</b> March 1 - 7</p> <p>Job prep is due this week.</p>	<p>DUE: Assignment III: User manual</p> <p>EXAM: Assignment IV: <b>In-class Informal Report</b></p> <p><b>HOMEWORK:</b> BRING JOB DESCRIPTION PLUS LIST OF JOB AND VOLUNTEER EXPERIENCE TO NEXT CLASS.</p>	<p><b>10 grammar minutes</b></p> <p>Begin Assignment V: Job Search Communications</p> <p>Lecture and Practice:</p> <ul style="list-style-type: none"> <li>• Information-gathering interviews: What doesn't work?: CP 96</li> <li>• Reading sample job postings in order to tailor résumé <ul style="list-style-type: none"> <li>○ Ex: CP100</li> </ul> </li> <li>• Reading your own job posting. Drafting résumé entries</li> <li>• Résumé format and examples</li> </ul> <p><b>Homework:</b> Bring all job prep material to lab next class.</p>
<p><b>WEEK 10</b> March 8 - 12</p>	<p>Draft résumé and info-gathering interview.</p>	<p><b>10 grammar minutes</b></p> <p>Cover letters: Persuasive writing. The AIDA formula</p> <p>Exercise: CP 98-99, revising an ineffective cover letter</p>

<b>WEEK 11</b> March 15 - 19	Cover letters practice <ul style="list-style-type: none"> <li>• Handout: resume. Write Desire section.</li> </ul> Draft cover letter, finalize resume and info-gathering interview with list of contacts <p><b>Homework:</b> Finalize Job Search documents for peer edit next class.</p>	<b>Quiz:</b> AIDA formula <p>Peer edit of job search documents. (*worth 10%)</p>
<b>EXAM WEEK</b> March 22 - 26	<b>DUE: Assignment IV:</b> Info-interview with list of contacts, Resume, and Cover letter. Submit to me in my office (CC 119B).	

**A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments.** Failure to bring a completed draft to class on the day of a peer edit will result in a deduction from your grade on the paper. **A paper that is not peer edited in the class in which a peer edit is scheduled will lose 5%. Moreover, a writer/editor/student who does not come to class to participate in the peer edit session will lose another 5% for a total of 10%. Therefore, if your grade on the document was 88% or A-, but you failed to attend the peer edit session, your grade on the assignment would be 78% or B.**

**I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.**