

WEEK	LECTURE TOPIC	ASSIGNMENTS,* EXERCISES
SEPT 28, OCT 01	Introduction to Course: Itinerary, Assignment Details, Evaluation, Contact Info, Getting to Know You, LIC words, Cliches Grammar: The Sentence (Modifiers), Parts of Speech, The Comma, The Semi-Colon	<u>WWS Ex No.1</u> - Words and Phrases Misused <i>In-class grammar exercises</i>
OCT 05, 08	Proofreading Strategies Workplace Writing Principles Letter Writing Formats and Techniques Grammar: Adjectives/Adverbs, Dep. Clauses	<u>WWS Ex No.2</u> - Style and Tone <i>In-class grammar exercises</i>
OCT 12, 15	Video: <i>Sharpening Your Business Writing Skills -2</i> Parallelism/Bulleted (Vertical) Lists Practising the Immediate Approach Grammar: Sentence Types, Active/Passive, Sent. Comb.	1. Submit Letter (Direct Approach) Practising the Immediate Approach (In-class Ex) <u>WWS Ex No.3</u> - Parallel Structure/Bulleted Lists <i>In-class grammar exercises</i>
OCT 19, 22	Memo Writing Format Short Informal Reports Indirect Approach to Workplace Writing Grammar: Sentence Errors, Adj or Adv, Prep Phrases	2. Submit Memo Report (In Class, Wednesday) <u>WWS Ex No.4</u> - Memo Revision - In-class exercise <i>In-class grammar exercises</i>
OCT 26, 29	Illustrating Technical Reports (Graphics); Lab Ex. Sexist Language Grammar: Punct. (Colon, Apostrophe, Hyphen)	3. Submit Letter (Indirect Approach) <u>WWS Ex No.5</u> - Job Description Exercise <i>In-class grammar exercises</i>
NOV 02, 05	User Manual (Instructions) Video: <i>Instructions</i> Grammar Quiz No.1 - Tuesday	4a. Submit Practice Illustr. Rep. (After Fri. class) Grammar Quiz No.1 <u>WWS Ex No.6</u> - Course Skills List
NOV 09, 12	The Informational Appointment The Job Description Numbers, Measures, Abbreviations in Narrative Grammar: Subj/Verb ID, Subj/Verb Agr, Pronoun/Ref Agr	4b. Submit Illustrated Report Read course package material on Numbers, Measures, and Abbreviations in Narrative <u>WWS Ex No.7</u> - Numbers, Abbreviations <i>In-class grammar exercises</i>
NOV 16, 19	The Resume Grammar: Pronoun Case	5. Submit Informational Appt. Script <i>In-class grammar exercises</i>
NOV 23, 26	The Cover Letter Grammar: Pronoun Reference	6. Submit The Resume/Job Description <i>In-class grammar exercises</i>
NOV 30, DEC 03	Grammar: Review	7. Submit The Cover Letter
DEC 07, 10	Grammar Review Grammar Quiz - Tuesday	Grammar Quiz 8. Submit User Manual 9/10. Submit Wkplace Writ Skill / Grammar Ex

