

MAJOR ASSIGNMENTS	DUE * Copy due dates from itin	WORDS (Length)	YOUR PERCENT **	VALUE	YOUR TOTAL ***
<b>1. Workplace Correspondence</b> Letter (Direct Approach)		200 max _		6%	
<b>2. Workplace Correspondence</b> Memo - Informal Rep. (In Class)		300 max _		10%	
<b>3. Workplace Correspondence</b> Letter (Indirect Approach)		300 max _		8%	
<b>4a. Illustrated Report (Memo)</b> (		400 max _		C / I	
<b>4b. Illustrated Report (Memo)</b> (		400 max _		12%	
<b>5. Job Search</b> Informational Appt Script		1 pg max _		5%	
<b>6. Job Search</b> Resume		2 pg max _		10%	
<b>7. Job Search</b> Cover Letter		1 pg max _		8%	
<b>8. User Manual (Instructions)</b>		4-8 pgs _		20%	
<b>OTHER ASSIGNMENTS</b>	Complete these by due dates on itinerary; submit them last day of class.				
9. Workplace Writing Skills Ex		7 exercises		3%	
10. Grammar Lessons and Ex		21 exercises		3%	
<b>TESTS</b>					
1. Grammar Quiz No.1		N/A		5%	
2. Grammar Quiz No.2		N/A		10%	

TOTAL Semester

100%

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\_ These assignments must be word processed.

\* Write in due dates from itinerary.

\*\* All assignments will be marked in percentages i.e. out of 100.

\*\*\* To get your assignment total, multiply your percentage in column 4 by the value weight number in column 5 and then divide your answer by 100.

☛ **Note that there is no final exam;** instead, you will submit a final major assignment (User Manual) on the last day of class.

### Letter Grade Conversions (Camosun College Standardized)

A+ - 95%

B+ - 80%

C+ - 65%

A - 90%

A- - 85%

B - 75%

B- - 70%

C - 60%

D - 50%