

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

