

WEEK	LESSON TOPIC	ASSIGNMENTS, READINGS DUE*
SEPT 27 / 29	Introduction to Course: Itinerary, Assignment Details, Course Evaluation, Course Plan, Groups Finalized The Technical Proposal Log Book Report Writing Skills Refresher - Principles of Tech. Wr <i>Grammar Refresher:</i> Ex. 1, 2	
OCT 04 / 06	The Formal Report (Funct. Design Specification) Report Writing Skills (Refresher) Exercises: Misused Words and Phrases <i>Grammar Refresher:</i> Ex. 3, 4	Submit Technical Proposal
OCT 13 (Oct 11 Holiday)	Research and Documentation in Report Writing -1 Report Writing Skills (Refresher) Exercises: Style and Tone <i>Grammar Refresher:</i> Ex. 5, 6	
OCT 18 / 20	The Group Progress Report/Presentation How to Give An Effective Oral Presentation Report Writing Skills (Refresher) Exercises: Numbers in Narrative, Abbreviations <i>Grammar Refresher:</i> Ex. 7, 8, 9	
OCT 25 / 27	Prepare Progress Reports	
NOV 01 / 03	Group Progress Presentations (some groups)	Submit Group Progress Report (Written) Group Progress Presentations (some groups)
NOV 08 / 10	Group Progress Presentations (some groups)	Group Progress Presentations (some groups)
NOV 15 / 17	User Manual (Instructions) Writing Research and Documentation in Report Writing -2	
NOV 22 / 24	Report Writing Skills Refresher Exercises - Illustrating Technical Reports (Tables, Charts)	Executive Summary Exercise in Class
NOV 29 / DEC 01	Finalize Reports: proofreading, revising, editing Preparation for the Presentation	
DEC 06 / 08	Presentation (Elx); Trade Show Display (Mech) This Week Date TBA by your program chair	Submit Formal Report (Elx/Mech) Submit User Manual (Elx) Final Presentation of Design Specification (Elx) Trade Show Display of Project (Mech)

