

WEEK	LECTURE TOPIC	ASSIGNMENTS,* EXERCISES
JAN 05	Introduction to Course: Itinerary, Assignment Details, Evaluation, Contact Info, Getting to Know You, LIC words, Cliches <u>Grammar</u> : The Sentence (Modifiers), Parts of Speech, The Comma, The Semi-Colon	WWS Ex No.1 - Words and Phrases Misused <i>In-class grammar exercises</i>
JAN 10., 12	Proofreading Strategies Workplace Writing Principles Letter Writing Formats and Techniques <u>Grammar</u> : Adjectives/Adverbs, Dep. Clauses	WWS Ex No.2 - Style and Tone WWS Ex No.3 - Parallel Structure/Bulleted Lists <i>In-class grammar exercises</i>
JAN 17, 19	Video: <i>Sharpening Your Business Writing Skills-2</i> Parallelism/Bulleted (Vertical) Lists Practising the Immediate Approach <u>Grammar</u> : Sentence Types, Active/Passive, Sent. Comb.	1. Submit Letter (Direct Approach) Practising the Immediate Approach (In-class Ex) WWS Ex No.4 - Memo Revision - In-class exercise <i>In-class grammar exercises</i>
JAN 24, 26	Memo Writing Format Short Informal Reports Indirect Approach to Workplace Writing <u>Grammar</u> : Sentence Errors, Adj or Adv, Prep Phrases	2. Submit Letter (Indirect Approach) <i>In-class grammar exercises</i>
JAN 31, FEB 02	Illustrating Technical Reports (Graphics); Lab Ex. Sexist Language <u>Grammar</u> : Punct. (Colon, Apostrophe, Hyphen)	3. Submit Memo Report (In Class, Wednesday) WWS Ex No.5 - Convert Table to a Chart <i>In-class grammar exercises</i>
FEB 07, 09	Practice Illustr. Rep. Exercise User Manual (Instructions) Video: <i>Instructions</i> Grammar Quiz No.1 - Monday	4a. Practice Illustr. Rep. Ready for Wed Class Grammar Quiz No.1
FEB 14, 16	Job Search - The Informational Appointment The Job Description <u>Grammar</u> : Subj/Verb ID, Subj/Verb Agr, Pronoun/Ref Agr	4b. Submit Illustrated Report WWS Ex No.6 - Job Description Exercise WWS Ex No.7 - Course Skills List <i>In-class grammar exercises</i>
FEB 21, 23	Job Search - The Resume <u>Grammar</u> : Pronoun Case	5. Submit Informational Appt. Script WWS Ex No.8 - "Accomplishments" Language <i>In-class grammar exercises</i>
FEB 28, MAR 02	Job Search - The Cover Letter <u>Grammar</u> : Pronoun Reference	6. Submit The Resume / Job Description <i>In-class grammar exercises</i>
MAR 07, 09	Numbers, Measures, Abbreviations in Narrative Grammar: Review	Read course package material on Numbers, Measures, and Abbreviations in Narrative WWS Ex No.9 - Numbers, Abbreviations
MAR 14, 16	Grammar Review Grammar Quiz No.2 - Monday	Grammar Quiz No.2 7. Submit User Manual 8/9. Submit Wkplace Writ Skill / Grammar Ex

