

**Default Class Locations (Note the exceptions for specific dates.)**

<b>Tuesdays</b>	<b>8:30 – 10:00 CBA 219</b> <b>10:00 – 11:20 CC 108</b>
<b>Thursdays</b>	<b>8:30 – 10:00 CC123</b> <b>10:00 – 11:20 CBA 202</b>

**The following schedule is provisional and subject to change.**

	<b>TUESDAY</b>	<b>THURSDAY</b>
<b>Week 1</b> January 31 – February 4	<p><b>Lab: CBA 219</b></p> <p>Intro to lab</p> <ul style="list-style-type: none"> <li>Set up accounts</li> </ul> <p>Diagnostic document</p> <ul style="list-style-type: none"> <li>Write, print, and submit</li> </ul> <p><b>Classroom: CC108</b></p> <p>Intro to course</p> <ul style="list-style-type: none"> <li>Course outline</li> <li>Texts</li> <li>Assignments</li> </ul> <p>Genres:</p> <ul style="list-style-type: none"> <li>Academic writing</li> <li>Workplace writing</li> </ul> <p>Technical/Workplace Communication</p> <ul style="list-style-type: none"> <li>good and bad egs, workplace writing (emails, CP ...)</li> <li>intro the 7 C's</li> <li>7 Cs exercises (complete for homework)</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>Read Intro and 7Cs: CP Chapters 1 &amp; 2</li> <li>Complete exercises assigned in class</li> </ul>	<p><b>Classroom CC 123</b></p> <p>Take up 7Cs exercises</p> <p>Lecture 7Cs:</p> <ul style="list-style-type: none"> <li>"Accentuating the Neg" or "Revisable memo" (7Cs folder)</li> <li>In pairs, revisions</li> <li>Sample revised version</li> </ul> <p>Intro: Correspondence Portfolio (CP ... and Grading Criteria CP ...)</p> <ul style="list-style-type: none"> <li>Style guide</li> <li>Neutral letter format</li> <li>Action sequences: CP ...</li> </ul> <p><b>Lab CBA 202</b></p> <p>Lecture: doc design: (//, listing, punct, headings)</p> <ul style="list-style-type: none"> <li>Practice exercises</li> <li>Exercises: address format</li> <li>Subject lines</li> <li>P.2 headers / pagination</li> </ul> <p>Copyedit and revise bad eg: CP ...</p> <ul style="list-style-type: none"> <li>Submit for generic marking.</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>Read: CP 32 (Listing)</li> <li>Read Chapter 4: CP ....</li> </ul>
<b>Week 2</b> February 7 - 11	<p><b>Lab: CBA 219</b></p> <p>Take up CP ..., revised bad neutral letter.</p> <p>Drafting neutral letter</p> <p><b>Classroom: CC108</b></p> <p>Lecture: Indirect Refusal</p> <p>Indirect refusal copyedit &amp; revision (handout)</p> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>Finish neutral letter</li> <li>Review colons, voice</li> <li>Read Chapter VI: Letters</li> </ul>	<p><b>Classroom CC 123</b></p> <ul style="list-style-type: none"> <li>Open-book quiz (//, colons, voice)</li> <li>Review colon rules (CP ...)</li> <li>Avoiding Passive Voice (...)</li> <li>Start indirect refusal alternatives</li> </ul> <p><b>Lab CBA 202</b></p> <ul style="list-style-type: none"> <li>Exercise: nods</li> <li>Exercise: subj lines</li> <li>Exercise: alternatives (See eg ... &amp; ...)</li> <li>Exercise: constructive endings</li> </ul> <p>Drafting Indirect Refusal</p> <p><b>Homework:</b></p> <p>Complete correspondence portfolio for peer edit next class. 2% deduction from final grade for missing or incomplete drafts or for missing the peer edit class.</p>

<p><b>Week 3</b> February 14 - 18</p>	<p><b>Lab: CBA 219</b> <b>Peer Edit:</b> Correspondence Portfolio</p> <p><b>Classroom: CC108</b> Begin Memos Chapter 5, CP ... Lecture &amp; exercises</p> <ul style="list-style-type: none"> <li>• Assignment: CP ...</li> <li>• Memo format: CP ...</li> <li>• Sample: CP...</li> <li>• Ex. CP ... (revising)</li> <li>• Copyedit CP ...</li> <li>• Subj lines: CP ...</li> </ul> <p><b>Homework:</b> Read Chapter V Memos</p> <p><b>NOTE:</b> <u>Go to lab first thing on Thurs.</u></p>	<p><b>Due: Assignment 1, Correspondence Portfolio</b></p> <p><b>Lab: CBA 202</b> Practice exercises: Illustrated memo report</p> <ul style="list-style-type: none"> <li>• Practice creating graphs, charts</li> <li>• Practice labeling</li> <li>• Draft hockey memo and print</li> </ul> <p><b>Lab CBA 202</b></p> <ul style="list-style-type: none"> <li>• Peer Edit hockey memo</li> <li>• Copyedit sample hockey memo</li> </ul> <p>Time permitting: begin Assignment II</p> <p><b>Homework:</b> Create graph and table, and write background. Bring all three to lab on Tues (<b>Assigned homework marks</b>).</p>
<p><b>Week 4</b> February 21 - 25</p>	<p><b>Lab: CBA 219</b> Homework mark: graph, table, background.</p> <p>Write body of illustrated report. Integrate graph and table. Complete doc if possible. Print and bring to classroom for peer edit.</p> <p><b>Classroom: CC108</b> Peer edit Illustrated Reports.</p> <p>Copyedit practice.</p> <p>Homework: Read Chapter 7, User Manuals</p> <p>NOTE: Go to the lab first thing Thurs.</p>	<p>Due: Assignment II, Illustrated Report</p> <p><b>Classroom: CC 123</b></p> <p>Lecture: User Manuals</p> <ul style="list-style-type: none"> <li>• Assignment: CP ...</li> <li>• Form, types of text: CP ...</li> <li>• Practice exercises: CP ...</li> <li>• Copyedit</li> </ul> <p><b>Lab: CBA 202</b> Drafting User Manual</p> <p>Homework: Work on User manuals</p>
<p><b>Week 5</b> February 28 – March 4</p>	<p><b>Lab: CBA 219</b></p> <p><b>Assignment III: Midterm Exam:</b> The exam will consist of a copyedit and a neutral or indirect refusal letter.</p> <p><b>Classroom: CC108</b></p> <p>You-centredness in User Manuals</p> <ul style="list-style-type: none"> <li>• 7Cs review: tone, courtesy, clarity, coherence (review exercises)</li> </ul> <p>User Manual front pages: T of C</p> <p>User Manual Cover: design, emotional appeal, breaking through the “clutter.</p> <p>Grammar:</p> <ul style="list-style-type: none"> <li>• imperative mood</li> <li>• comma splices</li> </ul> <p><b>Homework:</b> Finalize User Manual to within 1 hour.</p>	<p><b>Lab: CBA 202</b></p> <p>Take up midterm.</p> <ul style="list-style-type: none"> <li>• Written responses.</li> </ul> <p>Finalize User Manuals</p> <p><b>Lab: CBA 202</b> Peer edit (2% peer edit mark)</p> <p><b>Homework:</b> User Manuals are due next class.</p>

<p><b>Week 6</b> March 7 - 11</p>	<p><b>Lab: CBA 219</b> <b>Due: Assignment IV, User Manual</b></p> <p>Job Search Assign Description: CP ...</p> <p>Job Search Lecture, Exercises and Drafting</p> <ul style="list-style-type: none"> <li>• Cold Calls (Ineffective: CP ...)</li> <li>• Info Interview Questions</li> <li>• Joe's exercise "Getting Course Skills List for Résumé"</li> </ul> <p><b>Classroom: CC108</b></p> <ul style="list-style-type: none"> <li>• Reading job posting and résumé: Ex: CP ...</li> <li>• Reading your own job posting</li> <li>• Joe's "Accomplishments" exercise</li> </ul> <p><b>Homework:</b> Review Chapter VIII, Job Search</p>	<p><b>Classroom CC 123</b> Cover Letters</p> <ul style="list-style-type: none"> <li>• AIDA formula</li> <li>• What doesn't work? CP ...</li> <li>• What does work: Samples (you-centred)</li> <li>• Review active verbs.</li> <li>• Review You-centredness</li> <li>• Review letter format: copyedit CP ...</li> </ul> <p><b>Lab CBA 202</b> Drafting Job Search docs.</p> <p><b>Homework:</b> Work on Job Search docs.</p>
<p><b>Week 7</b> March 14 - 18</p>	<p><b>Lab: CBA 219</b> Finalize Job Search Documents</p> <p><b>Classroom: CC108</b> Peer edit all Job Search Documents</p> <p><b>Homework:</b> Finalize Job Search docs</p>	<p><b>Due: Assignment V, Job Search</b></p> <p><b>Copyedit and Job Search Exam</b></p>