

| WEEK | LECTURE TOPIC | ASSIGNMENTS,* EXERCISES, READINGS TO BE COMPLETE |
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| JAN 04, 06 | Introduction to Course: Itinerary, Assignment Details, Evaluation, Contact Info., Getting to Know You Grammar: The Sentence (comp and opt components), Parts of Speech, The Comma, The Semi-C | Read p.1-23 (Approaches to Writing) <u>WWS Ex No.1</u> - Words and Phrases In-class grammar exercises |
| JAN 11, 13 | Proofreading Workplace Writing Principles Letter Writing Formats and Techniques LIC words (p.390), cliches Grammar: Sentence Errors, Colon | Read p.35-61 (Technical Correspondence) Read p.51-2; 380-2 (Active/Passive Voice) Read p.66-9 (Letter) <u>WWS Ex No.2</u> - Style and Tone In-class grammar exercises |
| JAN 18, 20 | Video: <i>Sharpening Your Business Writing Skills-2</i> Grammar: Active/Passive Voice, Subj/Vb ID | 1. Submit Letter <u>WWS Ex No.3</u> - Parallel Structure <u>W S Ex No.4</u> - Memo Revision Read p.392-6 (Parallelism); Practising the Pyramid (In-class exercise) In-class grammar exercises |
| JAN 25, 27 | Memo Writing Format Short Informal Reports The Proposal (Technical Investigation) Illustrating Technical Reports (Graphics) Grammar: Adj/Adv, Adj or Adv, Compound Adj | 2. Memo Report (In-class) Read p.85-124 (Informal Rep.) In-class grammar exercises |
| FEB 01, 03 | The Formal Report (Technical Investigation) Research and Documentation in Report Writing -1 Grammar: Modifiers - Prepositional Phrases, Dep Cl Grammar Quiz No.1 - Thursday | Grammar Quiz No.1 <u>W S Ex No.5</u> - Convert Table to a Chart |
| FEB 08, 10 | Illustrating Technical Reports Documentation 2 - Using References Grammar: Sent. Comb., Kinds of Sent. | 3a. Submit Proposal (Tech Investig) Read p.269-285 (Illustrating Technical Reports) <u>W S Ex No.6</u> - Numbers, Abb In Narrative In-class grammar exercises |
| FEB 15, 17 | <i>PowerPoint</i> Workshop Numbers, Abbreviations Grammar: Subj./Vb. Agreement | Read p.396-9 (Numbers; Abbreviations) In-class grammar exercises |
| FEB 22, 24 | Grammar: Pronoun/Referent Ag | 3b. Submit References List In-class grammar exercises |
| MAR 01, 03 | Tech Investigation Presentations Grammar: Pronoun Case, Pronoun Reference, The Apostrophe | 3c. Tech Investigation Presentations In-class grammar exercises |
| MAR 08, 10 | Tech Investigation Presentations Grammar: Review | 3c. Tech Investigation Presentations |
| MAR 15, 17 | Tech Investigation Presentations Grammar Review Grammar Quiz No.2 - Tuesday | 3c. Tech Investigation Presentations 3d. Submit Formal Report (Tech Investigation) 4./5. Submit WWS Assign. / Gramm Exercises Grammar Quiz No.2 |