

	Monday	Wednesday
<p>Week 1 April 4-8</p> <p>Start job search prep.</p>	<p>Intro to course and lab</p> <ul style="list-style-type: none"> • learning outcomes • requirements / assignments • course pack, layout (T of C highlight) • why tech writing? (CP1-4) <p>Handout: Job Search Assignment: START</p> <p>Open-book Grammar Quiz</p> <p>Homework:</p> <ul style="list-style-type: none"> • Read CP 1-16 	<p>Review Grammar Quiz 10 Grammar minutes: reference</p> <p>Intro to lab</p> <p>Technical/Workplace Communication</p> <ul style="list-style-type: none"> • good and bad eggs, workplace writing (CP 10-11, 20-21, 27) • intro the 7 C's • 7 Cs Exercises <p>Revision: "Accentuating the Negative" (Complete and hand in for generic feedback.)</p> <p>Homework:</p> <ul style="list-style-type: none"> • Read "Listing," CP 18-19 • Review 7 C's for quiz next day
<p>Week 2 April 11-15</p>	<p>Return of "Accentuating the Neg."</p> <p>7 C's Quiz.</p> <p>10 Grammar minutes: agr & ref?</p> <p>Review samples of badly- and well-written neutral communications: CP 10-11, 85.</p> <p>Overview of Correspondence Portfolio & letter format. Intro neutral letter strategy (Chapt 3, CP 65ff).</p> <ul style="list-style-type: none"> • style guide: 66 – 68 • exercises: 80-81 • good news / neutral: CP69 • action sequence: CP50 • subject lines: CP50, Ex. CP84 <p>Hand out Neutral scenarios</p> <p>Exercise</p> <ul style="list-style-type: none"> • Revise Ex 5, CP82 (homework) <p>Homework: Reread Chapt 6: CP 65-70. Finish Ex 5, CP82</p>	<p>Return 7Cs Quiz & Hand in CP 82 10 Grammar minutes: overall punct quiz</p> <p>Doc Design exercises</p> <ul style="list-style-type: none"> • Subject lines (Handout folder) • Font exercise • Bulleted lists (Gr, // folder) <p>Indirect refusal:</p> <ul style="list-style-type: none"> • Draft nods • Practice addresses • Letterhead • Page 2 headers • Ending on a constructive note <p>Handout & begin draft of practice refusal doc</p> <p>Homework: Finish refusal practice exercise. Due next class for completion mark</p>

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Week 3 April 18-22	10 Grammar minutes: punct Completion mark: practice refusal exercise Take up refusal ex. Look at examples. Hand out Indirect Scenarios <ul style="list-style-type: none"> • Copyedit letter • Writing an alternative, Samples: CP 74-75 and 78. • Exercise: writing an alternative: submit at end of class. Homework: Reread Chapter 6, Letters Finish draft of neutral	Quiz: Listing and Letter Format: Ch6 10 Grammar minutes: punct contd. Drafting: Finish drafting letters. Homework: Correspondence Portfolio is due next class for peer edit.
Week 4 April 25-29 Have you found a job advertisement?	10 grammar minutes: Passive voice Peer edit Correspondence Ptfolio: Mandatory Begin Memos Lecture: Memo reports: Chapt 5: CP CP45 <ul style="list-style-type: none"> • Example CP53 • Graphics CP 41 <ul style="list-style-type: none"> ○ Raw & interpretive data ○ Labels, keys, captions ○ Ref to graphic in text • Clutter, clarity, density • Headings: effective, clear, like topic sentences (Ex CP 59) • Copyedit: CP 60 Homework: Complete revisions to Correspondence Portfolio. Due next class.	DUE: Assignment I, Corr Portfolio. Submit drafts as well as finalized documents. 10 Grammar minutes: review passive Create table and graph Practice: Hockey memo Treat as exam: 1+ hours to complete (completion grade). Handout Assignment II. Homework: <ul style="list-style-type: none"> • Read Assignment II • Read Chapter IV, headings and Graphics; & Chapter V: Memos
Week 5 May 2-6	Feedback on Hockey Memos Remainder of period to work on Assignment II. You will have to find your own lab space. Bring the completed work to class with you on Wednesday. Homework: Review Passive voice for quiz next class.	Quiz: Passive voice 10 Grammar minutes: review agr Edit Assignment II for agreement and passive voice Review 7Cs: CP26 Parallelism: CP 167 – 168 (also in handout folder) <ul style="list-style-type: none"> • Edit Assignment II for // <ul style="list-style-type: none"> ○ Consider both headings and bulleted lists Finish drafting / revising Assignment II Homework: Complete Assignment II for mandatory Peer Edit next class.

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<p>Week 6 May 9-13</p> <p>Job Advertisement</p>	<p>10 Grammar minutes: // review Peer Edit Illustrated Report</p> <p>Begin Assignment IV: User Manual</p> <ul style="list-style-type: none"> • Practice Exercises: <ul style="list-style-type: none"> ○ Sorting types of text ○ Practicing intros ○ Practicing conclusions • Hand out of assignment • Discussion, assign & eval guide • Opening pages • Pagination • Design: simple, consistent, clear • Fail-safe precautions, hints, tips • Imperative mood <p>Homework:</p> <ul style="list-style-type: none"> • Reread Assignment III carefully. • Read User Manual Grading Criteria • Study apostrophes: CP 149 	<p>DUE: Assignment II: Illustrated Rept.</p> <p>10 grammar minutes: apostrophes Quiz: Memo copyedit</p> <p>Practice Exercises in preparation for starting Assignment III: User Manual.</p> <ul style="list-style-type: none"> • Simple directions with 2 headings, steps, hint / caution, explain material <ul style="list-style-type: none"> ○ Changing a tire ○ Jump-starting a car ○ Caring for a lawn ○ Cooking something <p>Peer Edit practice exercises</p> <p>Homework: Begin work on User Manual</p>
<p>Week 7 May 16-20</p>	<p>Return Assignment II 10 Grammar minutes: fragments</p> <p>Drafting User Manual</p> <p>Homework: Finish User Manual for Peer Edit next May 25</p>	<p style="text-align: center;">Assignment III Midterm Exam on Chpts 3 - 6</p>
<p>Week 8 May 23-27</p> <p>Job prep is due next week.</p>	<p style="text-align: center;">Victoria Day: No Classes</p>	<p>10 grammar minutes: frags and c.s.</p> <p>Peer edit, User Manual Time to do revisions</p> <p>Homework:</p> <ul style="list-style-type: none"> • Revise User Manual for next class. • Bring Job description plus list of job and volunteer exp. to next class.
<p>Week 9 May 30 - June 3</p> <p>Job prep is due this week.</p>	<p>DUE: Assignment IV: User manual</p> <p>10 Grammar minutes: mm, d.m.</p> <p>Assignment V: Job Search Communications: See Assignment: CP 110</p> <p>Lecture and Practice:</p> <ul style="list-style-type: none"> • Information-gathering interviews 114 <ul style="list-style-type: none"> ○ Ineffective cold calls:CP125 • Finding a premise • Writing accomplishments in order to tailor résumé • Reading your own job posting & identifying skills / accomplishments • Résumé format and examples <p>Homework:</p> <ul style="list-style-type: none"> • Read Sample Resumes: CP 139 - 140 	<p>10 grammar minutes: review</p> <ul style="list-style-type: none"> • Drafting accomplishments based on your courses • Beginning Résumé • Cold Call • Info Interview Questions <p>Homework: Read “Persuasive Writing” CP 36-38,</p>

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Week 10 June 6-10	10 grammar minutes: precision Cover Letters <ul style="list-style-type: none"> • I-centredness: What doesn't work? CP 138 • AIDA formula • What does work: Samples • Exercise: revising CP138 	10 grammar minutes: precision Drafting Cover Letters
Week 11 June 13-17	Mandatory Peer Edit: all job search docs Homework: Revise Job Search Docs: Due next class.	DUE: Assignment V, Job Search Copyedit, Grammar, & Job Search Exam