

Schedule for English 202 Monday

<u>Class date</u>	<u>Jan. 22</u>
Assignments due on this day	None.
Activities planned for this day	Discuss syllabus and this schedule; familiarize ourselves with the building's computer labs. Discussion of business for-profit vs. non-profit.
Group work	Group getting-to-know-you activities. Write down the contact information for your groupmates. Discuss businesses and decide on an imaginary business that will be used throughout the semester; can be for-profit or non-profit.
<u>Class date</u>	<u>Jan. 29</u>
Assignments due on this day	Read text pages 3-17; do Worksheet 1.
Activities planned for this day	Display of advertising flyers and discussion of your first project.
Group work	Prepare a brief presentation to explain your business. No props needed; presentation will be given at the end of class. Include: nature of business; for or non-profit; demographic served; where raw materials come from; other info appropriate to your specific business.
<u>Class date</u>	<u>Feb. 5</u>
Assignments due on this day	Read text pages 54-69; do Worksheet 2.
Activities planned for this day	Discussion of the use of images in advertising.
Group work	Work on your advertising flyer.
<u>Class date</u>	<u>Feb. 12</u>
Assignments due on this day	Read text pages 461-474 (stop at MAPS); do Worksheet 3.
Activities planned for this day	Discussion of your next project: descriptive brochure or website. Discussion of 'boiler plate.'
Group work	Work on your advertising flyer, DUE NEXT WEEK.
<u>Class date</u>	<u>Feb. 19</u>
Assignments due on this day	Advertising flyer.
Activities planned for this day	Discussion of writing instructions and procedures. Read pages 555-565 (bottom); do worksheet. Perusal of various product instruction sheets. Write instructions for a common process, such as opening a can.
Group work	A break from group work.
<u>Class date</u>	<u>Feb. 26</u>
Assignments due on this day	Read text pages 502-513 and 521-532; do Worksheet 4.
Activities planned for this day	Discussion of your next project: descriptive booklet or website for your business.
Group work	Work on your descriptive booklet or website.
<u>Class date</u>	<u>March 5</u>
Assignments due on this day	Read text pages 532-549; do Worksheet 5.
Activities planned for this day	None.
Group work	Work on your descriptive booklet or website.

<u>Class date</u>	<u>March 12</u>
Assignments due on this day	Read text pages 589-602 (bottom); do Worksheet 6.
Activities planned for this day	Discussion of the RFP given out by instructor to be used for your business proposal.
Group work	Work on your descriptive booklet or website.
<u>Class date</u>	<u>March 19</u>
Assignments due on this day	Read text pages 629-638; do Worksheet 7.
Activities planned for this day	Further discussion of the characteristics of your proposal.
Group work	Work on your descriptive booklet or website, DUE NEXT WEEK.
<u>Class date</u>	<u>March 26</u>
Assignments due on this day	Descriptive booklet or website.
Activities planned for this day	Booklet/website sharing and display.
Group work	Work on your proposal.
<u>Class date</u>	<u>April 2</u>
Assignments due on this day	None.
Activities planned for this day	Discussion of your proposal boiler plate. Perusal of some foundation and corporate grant guidelines.
Group work	Work on your proposal.
<u>Class date</u>	<u>April 9</u>
Assignments due on this day	None.
Activities planned for this day	Individual help with proposals.
Group work	Work on your proposal, DUE NEXT WEEK.
<u>Class date</u>	<u>April 16</u>
Assignments due on this day	Proposal.
Activities planned for this day	Vocabulary-building exercises and editing practice.
Group work	None.
<u>Class date</u>	<u>April 23</u>
Assignments due on this day	None.
Activities planned for this day	Proposals returned. Individual conferences on grades and any other relevant matters.
<u>Class date</u>	<u>April 30</u>
Assignments due on this day	Read pages 431-438; do Worksheet 8.
Activities planned for this day	Write a press release.
<u>Class date</u>	<u>May 7</u>
Assignments due on this day	None.
Activities planned for this day	Visit to INNCOM (probably). (LAST CLASS)