

Schedule for English 202 Summer 2008

<u>Class date</u>	<u>July 2</u>
Assignments due on this day	None.
Activities planned for this day	Discuss the syllabus and this schedule. Discuss the two major projects to be completed during this course. Discuss businesses, for-profit vs. non-profit. Discuss business and technical writing; what are they? Examine the format of a business letter and write a letter.
Group work	Group getting-to-know-you activities. Write down the contact information for your group-mates. Discuss businesses and decide on an imaginary business that will be used throughout the course. It can be for-profit or non-profit.
Individual Work	Write a letter from your business to a customer or vendor or contractor identifying some sort of problem.
Homework	Read text pages 3-17; do Worksheet 1. Read text pages 54-69; do Worksheet 2.
<u>Class date</u>	<u>July 7</u>
Assignments due on this day	Reading and worksheets.
Activities planned for this day	Collect Worksheets 1 and 2. Discuss advertising. Discuss your first project, an oral presentation to introduce your business (group project). Teacher will give sample presentation. Your presentations will be given July 16.
Group work	Fill out a form to further describe your fictional business. Begin work on your presentation. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR PRESENTATION, SO BE SURE TO BRING ANY NECESSARY MATERIALS WITH YOU.
<u>Class date</u>	<u>July 9</u>
Assignments due on this day	None
Activities planned for this day	Discussion of the use of images in advertising.
Individual work	Sketch out a print advertisement for your business. At the top of the page state the demographic for which the ad was developed. Be prepared to show your ad to the rest of the class and explain why you chose the image and words.
Group work	Work on your presentation, giving special attention to choosing the images to be used.
Homework	Read text pages 461-474 (stop at MAPS); do Worksheet 3. Read text pages 589-602; do Worksheet 4.
<u>Class date</u>	<u>July 14</u>
Assignments due on this day	Reading and worksheets.
Activities planned for this day	Collect Worksheets 3 and 4. Discuss the term 'boiler plate.' Discuss the term RFP and examine a sample RFP. Read a sample business description for a proposal and find the errors.
Group work	Work on your presentation DUE WEDNESDAY. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR PRESENTATION, SO BE SURE TO BRING ANY NECESSARY MATERIALS WITH YOU.
Homework	None.
<u>Class date</u>	<u>July 16</u>
Assignments due on this day	Presentations
Activities planned for this day	Presentations. Discussion of the formal report. Instructor will give out some written guidelines for the report, DUE JULY 30.
Individual work	Decide on a topic for your report; the topic should be related in some way to your major. Research your topic and narrow, expand, or change, as needed. NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO REPORT YOUR RESEARCH RESULTS AND FURTHER PLAN YOUR REPORT.
Homework	Read text pages 502-513 and 521-532; do Worksheet 5. Read text pages 555-565; do Worksheet 6.

Class date July 21
Assignments due on this day Reading and worksheets.
Activities planned for this day Collect Worksheets 5 and 6. Discuss websites. Individual help with reports.
Group work Sketch out a storyboard for a website for your business. Be prepared to show your work to the rest of the class and explain how a visitor would move around the site.
Individual work Work on your report. By the end of the evening, you should have completed a draft of the three-page body of the report. **NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO SHOW YOUR PROGRESS.**
Homework None.

Class date July 23
Assignments due on this day None.
Activities planned for this day Take notes on a product demonstration and write an instruction sheet. This will be handed in and **graded as a worksheet.**
Individual work Work on your report. By the end of the evening, you should have completed drafts of the front and back matter. **NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO SHOW YOUR PROGRESS.**
Homework Read pages 431-438. Do Worksheet 7.

Class date July 28
Assignments due on this day Reading and worksheet.
Activities planned for this day Individual help with reports.
Individual work Work on your report. By the end of the evening, you should have finished putting in correct MLA-format citations and edited your entire report into final form. **NOTE: YOU MUST USE CLASS TIME TO WORK ON YOUR REPORT. BY THE END OF THE CLASS, YOU MUST MEET WITH ME INDIVIDUALLY TO SHOW YOUR PROGRESS.**
Homework Make sure your report is ready to be handed in next class. **LATE REPORTS WILL NOT BE ACCEPTED.**

Class date July 30
Assignments due on this day Formal report.
Activities planned for this day Collect reports. Meet with each student individually to look at grades and progress.
Homework None.

Class date August 4
Assignments due on this day None.
Activities planned for this day Return graded reports. Discuss the purpose and format of press releases. Write a short press release; **this will be graded as a worksheet.**
Homework Read pages 268-281.

Class date August 6
Assignments due on this day Reading.
Activities planned for this day Write a letter of application from a job seeker (not yourself) to your business. Review for final exam on Monday.

Class date August 11
Assignments due on this day None.
Activities planned for this day Final exam.