

### Schedule for English 202 Spring 2008, Section 10475, Monday

<u>Class date</u>	<u>Jan. 28</u>
Assignments due on this day	None.
Activities planned for this day	Discuss syllabus and this schedule. Discuss businesses, 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. It can be for-profit or non-profit.
<u>Class date</u>	<u>Feb. 4</u>
Assignments due on this day	Read text pages 3-17; do Worksheet 1.
Activities planned for this day	Collect Worksheet 1. Display and discuss advertising fliers. Discuss your first project, an oral presentation to introduce your business (group project). Presentations will be given Mar. 3.
Group work	Fill out a form to further describe your fictional business. Begin work on your presentation.
<u>Class date</u>	<u>Feb. 11</u>
Assignments due on this day	Read text pages 54-69; do Worksheet 2.
Activities planned for this day	Collect Worksheet 2. Discussion of the use of images in advertising.
Group work	Work on your presentation, giving special attention to choosing the images to be used.
<u>Class date</u>	<u>Feb. 25</u>
Assignments due on this day	Read text pages 461-474 (stop at MAPS); do Worksheet 3.
Activities planned for this day	Collect Worksheet 3. Discuss your next group project: a business proposal. Discuss 'boiler plate.'
Group work	Work on your presentation, DUE NEXT WEEK.
<u>Class date</u>	<u>Mar. 3</u>
Assignments due on this day	Presentations.
Activities planned for this day	All groups will give their presentation on their fictional business.
Group work	Presentations.
<u>Class date</u>	<u>Mar. 10</u>
Assignments due on this day	Read text pages 589-602; do Worksheet 4.
Activities planned for this day	Collect Worksheet 4. Discuss the term RFP. Instructor disseminates RFP to be used for your proposal. Go through the RFP.
Group work	Work on your business proposal, due Apr. 7.
<u>Class date</u>	<u>Mar. 24</u>
Assignments due on this day	None.
Activities planned for this day	Individual help with proposals. Meet with each student individually to look at grades and progress.
Group work	Work on your business proposal.
<u>Class date</u>	<u>Mar. 31</u>
Assignments due on this day	None.
Activities planned for this day	Discuss the formal report and how it is used in business.
Group work	Work on your business proposal, DUE NEXT WEEK.

<u>Class date</u>	<u>Apr. 7</u>
Assignments due on this day	Business proposal.
Activities planned for this day	Collect business proposals. Read part of the section on reports. Discuss the formal report project (individual project), due May 5.
Group work	Discuss possible report topics and decide on a topic with instructor's approval.
<u>Class date</u>	<u>Apr. 14</u>
Assignments due on this day	Finish reading the report section in the text.
Activities planned for this day	Further discussion of the formal report. Individual help. Do some research on the Internet for your report; revise your topic, if necessary.
Group work	None.
<u>Class date</u>	<u>Apr. 21</u>
Assignments due on this day	Read text pages 502-513 and 521-532; do Worksheet 5.
Activities planned for this day	Website exploration and discussion.
Group work	Compare four Websites and list pros and cons for each. Report your findings to the class.
<u>Class date</u>	<u>Apr. 28</u>
Assignments due on this day	Read text pages 555-565; do Worksheet 6.
Activities planned for this day	Take notes on a product demonstration and write an instruction sheet. Work on your report, DUE NEXT WEEK.
Group work	None.
<u>Class date</u>	<u>May 5</u>
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.
Group work	None.
<u>Class date</u>	<u>May 12</u>
Assignments due on this day	None.
Activities planned for this day	Read pages 431-438; discuss purpose and format of press releases. Write a short press release; <b>this will be graded as a worksheet.</b>
Group work	None.