Course Outline, ENC 2210, 5/17-6/30/11

Note that most due dates are on Monday or Wednesday.

<table>
<thead>
<tr>
<th>Wk/Date/chs</th>
<th>activities</th>
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| 1—5/17 chs 14, 1-3 | Lego exercise  
Assignment 1—define technical communication for Wed, 5/18.  
Assignment 2--Outline your professional goals; turn in and share today.  
Assignment 3, ethical dilemma, Mon, 5/23 |
| 2—5/24 | Tues, 5/24--quiz on chs 14, 1-3--review the highlights; use the text link to prepare.  
Tues--bring in ads for the job application packet and present résumé, Assignment 4.  
Continue working on it through the term.  
Bring application letter Thursday, 5/26. |
| 3—5/31 ch 5,6,15 | Review/discuss Assignments 1,2,3  
Review interview questions and techniques.  
Assignment 5, interview, for Wed, 6/1  
Readability Guidelines. |
| 4—6/7 chs 8,9,10,11 | Quiz for chs 8,9,10, 11 Thurs, 6/2  
Discuss/refine open assignments.  
Discuss sentence issues,  
Assignment 6, sentence structure, for Wed, 6/8  
Assignment 7, ch 11, 292, exercise 1 or 4 due Mon, 6/13 |
| 5—6/12 chs 12,13,20 | Quiz for chs 12,13, 20 Thurs 6/14  
Discuss feasibility reports, web pages, page design, final projects.  
Assignment 8, ch 12, 336, graphs, due Wed, 6/13. |
| 6—6/19 chs 4,7,16 | Assignment 9 for Mon 6/18  
Quiz for chs 4,7,16, Thurs, 6/23  
Review/rework Assignment 9  
Bring follow up letter for application packet. |
| 7—6/26 chs 17, 18,19,21 | Quiz, chs 17,18,19,21, Tuesday, 6/26  
Finish assignments and polish presentations.  
Present final presentations.  
Final project is a display of the term project and an oral presentation of the challenges, successes, and goals the student encountered as he or she worked on it. |

Quizzes on reading material are handed out during the first five minutes of class.

<table>
<thead>
<tr>
<th>Quiz schedule—Week</th>
<th>Date/Day, chs</th>
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<tbody>
<tr>
<td>1—5/19, Thurs., chs 1-3, 14;</td>
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<td>2—5/24, Tues., chs 5, 6,15</td>
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<td>3—6/2, Thurs., chs 8,9,10,11</td>
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<td>4—6/9, Thurs., chs 12,13,20</td>
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<td>5—6/14, Thurs., chs 4,7,16</td>
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