

**WR 327: Technical Writing – Summer 2013 - HYBRID**

Instructor Sara Jameson

Preliminary Brief Overview Schedule

**Subject to change / REVISED JULY 3**

Week	In class Monday & Wednesday Online Tuesday & Thursday BB	Due in Class	Submit -Due Wed midnight	Submit - Due Sat Midnight
Week 1 June 24 & 26	<ul style="list-style-type: none"> <li>• Introductions to course, instructor, assignments</li> <li>• Syllabus, schedule, book</li> <li>• Email etiquette &amp; formats ; signature block</li> <li>• Unit 1: Writing in the Workplace Report</li> <li>• Unit 2: Technical Writing Concepts</li> <li>• Report Formats / User design</li> <li>• Summaries &amp; abstracts</li> <li>• Rhetorical Précis, Analysis</li> <li>• Clear correct writing</li> <li>• Interviewing strategies</li> </ul>	<p>MONDAY In-class Writing on HW 1</p> <p>WEDNESDAY In-class writing on Unit 1 proposal</p>	<p>DB 1 “Meet the Class”</p> <p>HW 1 - Professional Email of Introduction via ONID</p> <p>DB 2 AND Submit – Unit 1 Proposal</p>	<p>DB 1 - replies</p> <p>Unit 1 Interviewee -- After approval of name from me, send Email interview request w/cc me</p> <p>DB 3 –AND Submit Unit 2 Proposal</p>
Week 2 July 1 & 3	<ul style="list-style-type: none"> <li>• Tips for finishing reports</li> <li>• Workshop techniques</li> </ul> <p>Start Oral Presentations for Unit 1</p>	<p>MONDAY Before class – post Unit 2 1<sup>st</sup> draft in DB 3A - for in-class workshop on computers – Use doc/docx</p> <p>WEDNESDAY – Oral presentations on Unit 1</p>	<p>Unit 2 – 1<sup>st</sup> draft <a href="#">Wed July 3 midnight</a></p>	<p>Unit 1 – Send thank you email – after the interview &amp; cc me</p> <p><del>Unit 1 – 1<sup>st</sup> draft</del> <a href="#">MOVED TO Wed July 10</a></p>
Week 3 July 8 & 10	<ul style="list-style-type: none"> <li>• Unit 3: Instructions</li> <li>• Audience analysis</li> <li>• Warnings and Disclaimers</li> <li>• Ethics in Technical Writing</li> </ul> <p>Finish Oral Presentations</p>	<p>MONDAY – Finish oral presentations <b>Bring instructions for Unit 3</b> analysis in class – submit on link.</p> <p>WEDNESDAY <b>Before class – Post Unit 1 – 1<sup>st</sup> draft in DB 2A</b> for in-class workshop on computers – Use doc/docx</p>	<p>Post to DB 4 - Instructions Hall of Fame/Wall of Shame and Brainstorm Unit 3 ideas</p> <p><a href="#">Submit Unit 1 first draft</a></p> <p><a href="#">Submit</a> Unit 2 - Final draft <a href="#">If this seems impossible, we can talk.</a></p>	<p>DB 4 – replies to 2 people</p> <p>DB 4A Unit 3 Proposal memo</p> <p>Unit 3- Proposal Memo Unit 3 - 1<sup>st</sup> draft of the actual instructions ready to test wait for approval</p>
Week 4 July 15 & 17	<ul style="list-style-type: none"> <li>• Instructions, continued</li> <li>• Page layouts, Illustrations, visuals, drawings, graphics, tables</li> <li>• Usability Testing</li> </ul>	<p>MONDAY Before class post 1<sup>st</sup> draft of Unit 3 instructions in DB 4B for in-class workshop</p> <p>WEDNESDAY TBA – <a href="#">study for ethics midterm?</a></p>	<p>Ethics Midterm</p>	<p>Unit 1 – Final draft</p>
Week 5 July 22 & 24	<ul style="list-style-type: none"> <li>• Unit 4 Analytical Report</li> <li>• Information Literacy &amp; Research Tutorials</li> <li>• Literature Reviews, Annotations</li> </ul>	<p>MONDAY GO TO LIBRARY</p> <p>WEDNESDAY Workshop on Unit 3 final &amp; Lab</p>	<p>DB 5 – Unit 4 brainstorm</p>	<p>DB 5 – replies to 2 people</p> <p>Unit 3 – Final Instructions &amp; lab report</p>
Week 6 July 29 & 31	<ul style="list-style-type: none"> <li>• Persuasive Proposals</li> <li>• Executive Summaries</li> </ul>	<p>MONDAY TBA</p> <p>WEDNESDAY TBA</p>	<p>Unit 4 - Proposal -Wait for approval of topic</p>	
Week 7	<p>Individual Conferences</p> <ul style="list-style-type: none"> <li>• Presentation software</li> <li>• PPT designs</li> <li>• Adding audio</li> </ul>	<p>MONDAY Before class post Unit 4 1<sup>st</sup> draft to DB 5A for in-class workshop</p> <p>WEDNESDAY Before class post Unit 4 PPT 1<sup>st</sup> drafts DB 5B for in-class workshop</p>	<p>Unit 4 Report– 1<sup>st</sup> draft</p> <p>Unit 4 – PPT – 1<sup>st</sup> draft</p>	
Week 8	<ul style="list-style-type: none"> <li>• Page design, covers, tables of contents</li> </ul>	<p>MONDAY Before class post – DB 5C Unit 4 PPT for presentations</p>	<p>Unit 4 – Final PPT</p>	<p>Unit 4 Final Report</p>

		WEDNESDAY Finish presentations		
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