

## SCHEDULE

Class Meetings: Tuesdays and Thursdays 5-6:50 p.m., Building 9, Room 243

DATE	ACTIVITIES	READING ASSIGNMENTS DUE	ITEMS DUE
Th Sep 23	Introduction; the writing process; Prewriting		Ungraded writing exercise: write about playing a sport, starting a hobby, making a friend
Tu Sep 28	Writing – structure and content	Ch. 1-2	Prewriting assignment
Th Sep 30	Writing – Style; ungraded oral presentations		Brainstorming/outline development exercise
Tu Oct 5	Rewriting and final polishing	Ch. 3-4	Writing Style Assignmt; Informal presentation topic
Th Oct 7	Oral presentations: Methods of speaking to groups	Ch. 24	
Tu Oct 12			
Th Oct 14	Body, ending, beginning, and cover of the report; searching technical literature	Ch. 5-8	
Tu Oct 19	Using graphics; visual design and desktop publishing; liability implications	Ch. 9-10	In-class technical writing exercise
Th Oct 21	Business letter writing; periodic, progress and trip reports; performance and salary reviews	Ch. 12-14	In-class technical writing exercise
Tu Oct 26	Mid-term exam		
Th Oct 28	University Library tour, Room 15-227A		Literature search assign.
Tu Nov 2	Proposals	Ch. 15	In-class technical writing exercise
Th Nov 4	Specifications	Ch. 16	In-class technical writing exercise
Tu Nov 9	Technical and Sociotechnical articles	Ch. 20	Business letter assignment
Th Nov 11	<b>NO CLASS</b>	<b>NO CLASS</b>	<b>NO CLASS</b>
Tu Nov 16	Informal presentations	Review Ch. 24	Informal presentations
Th Nov 18	Test and lab reports	Ch. 11, 21	Technical presentations; informal presentations
Tu Nov 23	Engineering analyses and research reports	Ch. 22, 23	Technical presentations; informal presentations
Th Nov 25	<b>NO CLASS</b>	<b>NO CLASS</b>	<b>NO CLASS</b>
Tu Nov 30	Product evaluations; Environmental Impact Statements and Reports	Ch. 17, 19	Proposal assignment; test/lab report assignment; technical presentations; informal presentations
Th Dec 2	Feasibility reports; career search communication; Final Exam Review	Ch. 18, 25	EIR/EIS assignment; writing process assignment (optional for extra credit)
Tu Dec 7*	<b>FINAL EXAM</b>		

\* Final Exam for 5-7 p.m. class will be held from 6-8 p.m.