

WRIT 3140: Workplace Writing

Course Schedule for Summer 2016

[Link to Policies](#)

Today's Date	What We're Doing In Class Today	Read This Before Class	What's Due and When
Thursday June 2 Note: Drop/Add deadline is 11:45 p.m. of Monday, June 6	Welcome to WRIT 3140: Workplace Writing Discuss course policies Discuss format and conventions of the Email and the Memo Discuss audience analysis View Audience Analysis PPT	NOTE: Read this Sample Memo file (PDF) after class	Quiz #0: Syllabus Quiz due by 11:59 p.m. of Saturday, June 4 Introductory Memo Exercise due by 11:59 p.m. of Saturday, June 4
Tuesday June 7	Divide into groups for Audience Analysis Exercise Discuss basic document design principles Discuss typographic and document design-related features of MS Word Begin to work on Document Redesign Exercise	The following sections in Sexy Technical Communication <ul style="list-style-type: none">• Introduction: The Nature of Sexy Technical Writing• Audience analysis• Task analysis• Page design overview• Headings• Lists Patton - Before Creating the Car, Ford Designs the Driver (PDF)	Quiz #1: Audience Analysis due by 11:59 p.m. of Wednesday, June 8 Quiz #2: Document Design due by 11:59 p.m. of Wednesday, June 8
Thursday June 9	Work on Document Redesign Exercise in class Discuss grammar and style in technical communication <ul style="list-style-type: none">• PPT with advice on technical writing style• Practice worksheet for revising style	The following sections in Sexy Technical Communication <ul style="list-style-type: none">• Writing process: from audience to rough draft• Articulating technical information• Basic patterns and elements of the sentence• Common grammar, usage, and punctuation problems• Common spelling problems• Power-revision techniques Keil article (PDF)	Quiz #3: Technical Writing Style due by 11:59 p.m. of Saturday, June 6 Audience Analysis Exercise due by 11:59 p.m. of Saturday, June 11 Document Redesign Exercise due by 11:59 p.m. of Sunday, June 12

[Cogan article \(PDF\)](#)

[Ch. 12 of Writing Software Documentation \(PDF\)](#)

[My Blackberry Is Not Working!](#)

[Fonts common to MS Word and Windows](#)

[Document Design Exercise grading rubric](#)

You may wish to review the videos about how to use MS Word effectively.

Tuesday
June 14

Discuss [Professional Letter Assignment](#)

Discuss [rhetorical principles of writing a technical letter](#)

View and discuss real examples

- [Student Email](#)
- [Job Hunter Email #1](#)
- [Job Hunter Email #2](#)

Discuss structure of formal letters

View and discuss business letter examples

- [Internship Query](#)
- [Partnership Query](#)

The following section in [Sexy Technical Communication](#)

- Business correspondence and resumes

[Kroy - Technical Correspondence: What Professionals Need to Learn](#)

Quiz #4: Professional Communication due by 11:59 p.m. of Wednesday, June 15

Thursday
June 16

Discuss ethical principles of technical communication

Peer review session for [Professional Letter Assignment](#)

- Use [these questions](#) to help guide your analysis

The following section in [Sexy Technical Communication](#)

- Ethics

[Ethical Principles of the Society for Technical Communication](#)

Bring two printouts of your Professional Letter Assignment. A version on your laptop does not count.

- You must bring at least one printout to be present.
- You must bring two printouts to get quiz credit.

[Professional Letter Assignment](#) due by 11:59 p.m. of Sunday, June 19

Tuesday
June 21

Discuss technical definitions and technical descriptions

Practice writing technical descriptions in class (*you will receive a participation grade*)

Lecture notes on [Technical Definitions](#)

Lecture notes on [Technical Descriptions](#)

The following sections in

Note: Deadline to withdraw with a grade of "W" is Monday, June 27

Discuss [Instructions Assignment](#)

[Sexy Technical Communication](#)

View and discuss [PPT on principles of writing instructions](#)

- Information structures
- Instructions
- Special notices

Thursday
June 23

Discuss [principles of using graphic elements](#)

[Annotated sample of instructions](#)

Quiz #5: Instructions due by 11:59 p.m. of Saturday, June 25

Note: Deadline to withdraw with a grade of "W" is Monday, June 27

View and discuss examples of instructions

The following sections in [Sexy Technical Communication](#)

Quiz #6: Visual Elements due by 11:59 p.m. of Saturday, June 25

- [wikiHow.com](#)
- [Four Aces Card Trick](#)
- [Creating a PowerPoint](#)
- [Setting a Static IP Address](#)

- Tables, graphs, charts
- Graphics

Quiz #7: Instructions Assignment Topic due by 11:59 p.m. of Saturday, June 25

Tuesday
June 28

Discuss [US and international safety signage](#)

[PDF about ISO graphical symbols](#)

View [German safety video](#)

Discuss how to manipulate graphics in MS Word

Engage in activity using MS Word graphics tools

Thursday
June 30

Work in class on [Instructions Assignment](#)

The following section in [Sexy Technical Communication](#)

Quiz #8: Usability Testing due by 11:59 p.m. of Saturday, June July 2

Discuss usability testing

- Usability Testing

[Demonstrate a usability test](#)

Video demonstrating usability test, featuring expert usability tester Steve Krug

- link to Flash-format video: [Demo Usability Test in Flash format](#)
- link to MOV-format video: [Demo Usability Test in MOV format](#)

NOTE: This video is by a professional usability tester; it's long and detailed (the Flash version lacks fully functional controls; don't rewind!), but it's also really good.

Tuesday
July 5

Conduct usability testing on your classmates' instructions

The following section in [Sexy Technical Communication](#)

Bring a *polished, ready-to-submit printout* of your

NOTE: Bring three things to class

today:

- your completed instructions
- all equipment necessary to complete the instructions
- a printout of the [Usability Worksheet](#)

NOTE: If you do not participate fully in the usability test, you will receive a half-letter-grade penalty on the assignment.

Discuss upcoming major assignments:

- [Individual Project Proposal Exercise](#)
- [Formal Proposal Assignment](#)
- [Formal Proposal PPT Assignment](#)

View and discuss [Principles of PowerPoint Design PPT](#)

Use the "[Lorem Ipsum PPT](#)" to demonstrate features of PPT

- Oral presentations instructions.

It will count as a quiz grade.

Thursday
July 7

View [PPT about general principles of proposals](#)

Lecture on [structure of formal and informal proposals](#)

View and discuss [Sample PPTs for Individual Project Proposal Exercise](#)

The following section in [Sexy Technical Communication](#)

- Proposals

[Audiovisual Presentations Made Easy\(-ier\): Tips for Creating an Effective PowerPoint, Prezi, or Keynote](#)

[Past topics for Individual Project Proposals](#)

[Grading criteria for Individual Project Proposal](#)

[Instructions Assignment](#) due by 11:59 p.m. of Thursday, July 7

Quiz #9: Principles of Proposals due by 11:59 p.m. of Sunday, July 10

Tuesday
July 12

Hear and evaluate Individual Project Proposals

Prompt attendance is mandatory.

- If you are late, you are missing other people's presentations. You will receive a maximum grade of 50 on the assignment and be counted as absent.
- If you do not attend class, you will receive a zero on the Individual Project Proposal assignment.

The following section in [Sexy Technical Communication](#)

- Collaborative writing

[Individual Project Proposal](#) due by 11:59 p.m. of Tuesday, July 12

Upload completed [Peer Evaluation Sheet](#) to the D2L Dropbox by 11:59 p.m. of Tuesday, July 12

NOTE: The Peer Evaluation sheet can only be submitted 1:45 p.m.–11:59 p.m. of Tuesday, July 12. No late submissions will be accepted.

Quiz #10: Research Techniques due by 11:59 p.m. of

Thursday July 14	Choose project topics and form work groups Work on Formal Proposals in class Lecture on structure of formal and informal reports Introduce and discuss Progress Report Exercise	Sample Proposal #1 Sample Proposal #2 The following sections in Sexy Technical Communication <ul style="list-style-type: none">• Types of technical reports: an overview• Recommendation and feasibility reports• Progress reports	Quiz #11: Principles of Reports due by 11:59 p.m. of Saturday, July 16 Progress Report due by 11:59 p.m. of Sunday, July 17
Tuesday July 19	Work on Formal Proposals in class	Video on how to insert section breaks in MS Word	
Thursday July 21	Hear and evaluate Formal Proposal PPT Prompt attendance is mandatory. <ul style="list-style-type: none">• If you do not attend class, you will receive a zero on the Formal Proposal PPT assignment.• If you do not attend class, your group will receive a one-letter-grade penalty on the Formal Proposal PPT assignment.• If you are late, you are missing other people's presentations. Your group will not be penalized, but you will receive a one-letter-grade penalty on the Formal Proposal PPT assignment, and you will be counted as absent for the day.	Formal Proposal PPT due by 10:59 a.m. (before class) of Thursday, July 21 Upload completed Peer Evaluation of Formal Proposal PPTs to D2L Dropbox by 11:59 p.m. of Thursday, July 21 NOTE: The Peer Evaluation sheet can only be submitted 1:45–11:59 p.m. of Thursday, July 21. No late submissions will be accepted.	Formal Proposal due by 11:59 p.m. of Friday, July 22
