

# ENG220 • Technical Writing Online • Fall 2019

*This calendar is a tentative schedule for the semester. See Moodle for the actual assignments.*

Week	Reading	Participation	Application Assignment	Course Outcomes
Week 1: 8/24 - 9/1	<a href="#">Lumen Learning Module 1: Introduction</a>  <a href="#">Lumen Learning Module 7: Memos</a>	<ul style="list-style-type: none"> <li>• 1st Assignment: Introduce yourself (Glossary Activity)</li> <li>• 2nd Assignment: Email Ryan</li> <li>• 3rd Assignment: Sign up for Remind.com</li> <li>• 4th Assignment: Student Questionnaire</li> <li>• Week 1 Reading Quiz</li> <li>• Week 1 Idea &amp; Feedback Forum</li> </ul>	#1: Abridged Syllabus	1, 2, 4
Week 2: 9/2 - 9/8	<a href="#">McCurrey Text: Audience Analysis</a>  <a href="#">Sexy Technical Communication: Writing Process</a>	<ul style="list-style-type: none"> <li>• Week 2 Reading Quiz</li> <li>• Week 2 Notebook: The Writing Process</li> </ul>	#2: Audience Analysis & Summary	1, 2, 4
Week 3: 9/9 - 9/15	<a href="#">Lumen Learning: Ethics &amp; Technical Communication</a>	<ul style="list-style-type: none"> <li>• Week 5 Check-in Sign-up</li> <li>• Week 3 Reading Quiz</li> <li>• Week 3 Forum: Credo</li> </ul>	#3: Ethical Dilemma Problem and Solution	5
Week 4: 9/16 - 9/22	<a href="#">Lumen Learning Module 3: Format</a>  <a href="#">Lumen Learning Module 4: Language and Tone</a>  <a href="#">Sexy Technical Communication: Common Page Design</a>	<ul style="list-style-type: none"> <li>• Week 5 Check-in Sign-up</li> <li>• Week 4 Reading Quiz</li> <li>• Week 4 Activity: Design Wins &amp; Fails</li> </ul>	#4: Style & Design Revision	2, 4, 6

Week 5: 9/23 - 9/29	Pause Week #1			
Week 6: 9/30 - 10/6	<a href="#">McCurrey Text: Instructions</a>	<ul style="list-style-type: none"> <li>• Week 6 Reading Quiz</li> <li>• Week 6 Forum: Post and Follow Instructions</li> </ul>	#5: Analyzing, Creating & Revising Instructions	2
Week 7: 10/7 - 10/13	<a href="#">Lumen Learning Module 8: Letters</a>	<ul style="list-style-type: none"> <li>• Week 7 Reading Quiz</li> <li>• Week 7 Notebook: Emails vs. Texts</li> </ul>	#6: Letter Writing	2, 4, 5
Week 8: 10/14 - 10/20	<a href="#">How to Succeed in your Internship/Job Search: Resumes, Cover Letters and Interviews</a>	<ul style="list-style-type: none"> <li>• Week 8 Forum: Personal Job Application Experiences</li> </ul>	#7: Job/Internship Search & Resume Rough Draft	4, 5, 6
Week 9: 10/21 - 10/27	<a href="#">How to Succeed in your Internship/Job Search: Resumes, Cover Letters and Interviews</a>  <a href="#">How to write a cover letter people will actually read</a>  <a href="#">How to Prepare for a Behavioral Job Interview</a>  <a href="#">Top 10 Behavioral Interview Questions &amp; Answers</a>	<ul style="list-style-type: none"> <li>• Week 9 Resume Workshop</li> </ul>	#8: Cover Letter, Perfect Resume & Behavioral Interview Questions	4, 5, 6
Week 10: 10/28 - 11/3	<a href="#">How to Hire the Right Person</a>	<ul style="list-style-type: none"> <li>• Week 10 Notebook: "How to Hire the Right Person" Interview Process Reflection</li> </ul>	#9: Interview Reflection, Perfect Resume & Thank You Letter	2. 4, 5, 6

<p>Week 11: 11/4 - 11/10</p>	<h2>Pause Week #2</h2>			
<p>Week 12: 11/11 - 11/17</p>	<p><a href="#">Technical Communication: Types of Technical Reports</a></p> <p><a href="#">Technical Communication: Proposals</a></p>	<ul style="list-style-type: none"> <li>• Week 12 Forum: Final Project Q&amp;A (ungraded)</li> </ul>	<p>#10: Final Project Proposal</p>	<p>1, 2, 3, 6</p>
<p>Week 13: 11/18 - 11/24</p>	<p><a href="#">Lumen Learning</a> Module 12: Research</p> <p><a href="#">Sexy Technical Communication: Progress Reports</a></p>	<ul style="list-style-type: none"> <li>• Week 13 Final Project Topic &amp; Focus Forum</li> </ul>	<p>#11: Progress Report #1 -- Research</p>	<p>1, 2, 3, 6</p>
<p>Week 14: 11/25 - 12/1</p>	<p><a href="#">Sexy Technical Communication: Progress Reports</a></p> <p><a href="#">McCurrey Text: Graphics</a></p> <p><a href="#">Sexy Technical Communication: Tables, Charts &amp; Graphs</a></p>	<ul style="list-style-type: none"> <li>• Week 14 Notebook: Rhetorical Situation</li> </ul>	<p>#12: Progress Report #2 -- Illustrations &amp; Corresponding Components</p>	<p>1, 2, 3, 6</p>
<p>Week 15: 12/2 - 12/8</p>	<p><a href="#">Sexy Technical Communication: Oral Presentations</a></p>	<ul style="list-style-type: none"> <li>• Week 15 Reading Quiz</li> </ul>	<p>Final Report Final Presentation -- Slides w/ Voice-over &amp; Memo</p>	<p>1, 2, 3, 6</p>
<p>Finals Week: 12/9 - 12/14</p>		<ul style="list-style-type: none"> <li>• Finals Week Workshop: Voice-Over Slide Presentation</li> </ul>		

