ENGL 2311 Dual Credit
Spring 2026 Course Outline

Please note: *I may make minor changes to forthcoming assignments, so this outline is subject to change and will be updated weekly as changes are made. -Mrs. Creery*

Module	Week	Dates	Topic / Focus	TO DO	DUE
Introduction	1		Introduction to course	1. Participate in Introduction Discussion 2. Read and "sign" AI Use Policy.	1/22
Module 1	1	1/20 - 1/25	Introduction to Technical Writing – Technical vs. Academic Writing	1. Read textbook introduction and chapter 1. 2. Take two quizzes: introduction and chapter 1. 3. Complete discussion: Academic vs. Technical Writing	1/25
	2	1/26 - 2/1	Document Design	1. Complete minor assignment: Email to Instructor 2. Read Document Design section. 3. Complete Document Design Basics Activity 4. Vet Memo Revision collaborative assignment. Complete the discussion by FRIDAY at 4 PM. Turn in the revised memo by the end of the day SUNDAY.	2/1
Module 2	3	2/2 - 2/8	Audience Analysis and Ethical Communication	1. Read chapter 2 and take quiz. 2. Complete Audience Analysis Discussion. 3. Complete "Focus on the Positives" Activity.	2/8
	4	2/9 - 2/15	Ethical Communication	5. Read Ethics on Communication textbook chapter. 6. Complete ethics in communication discussion. 7. Complete the ethics in communication memo assignment. 8. Find an ethical communication case study in a career. Begin the case study assignment . . . due February 22	2/15
Module 3	5	2/16 - 2/22	Information Literacy and Research	1. Read Chapter 4: Information Literacy. 2. Take chapter 4 quiz. 3. Finish and turn in ethical communication case study. 4. Plagiarism activity	2/22

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				5. Internet research assignment	
	6	2/23 - 3/1	Database Research	Database Research and begin annotated bib assignment	3/1
Module 4	7	3/2 - 3/8	Annotated Bibliography	1. Complete annotated bib rough draft and do peer review 2. Submit peer review and annotated bibliography. 3. Submit annotated bib reflection	3/8
	8	3/9 - 3/15	Plain Language: Writing for Readers	1. Read textbook section: Conciseness 2. Take quiz. 3. Complete plain language scavenger hunt 4. Midterm Exam	3/15
		3/16 - 3/22	Spring Break	Spring Break	
Module 5	9	3/23 - 3/29	Visuals and Brochures	1. Read Chapter 8: Visuals 2. Take quiz. 3. Read information about brochures and listen to podcast. 4. Complete discussion.	3/29
	10	3/30 - 4/5	Brochure Planning	1. Read brochure assignment description. 2. Submit career and brochure idea. 3. Work on brochure planning sheet.	4/5
Module 6	11	4/6 - 4/12	Brochure Creation	1. Watch tutorial video about creating a brochure in Canva. 2. Begin working on brochure draft in Canva. Be sure to share with me. 3. Finish brochure draft. 4. Submit rough draft to peer review group.	4/12
	12	413 - 4/19	Peer Review Report	1. Complete peer review report of your classmate's draft. 2. Edit and revise your brochure.	4/19

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Module 7	13	4/20 - 4/26		1. Submit the final draft of your brochure, the link, and your reflection.	4/26
	14	4/27 - 5/3	Employment Materials	1. Read and review resume information. 2. Complete resume quiz.	5/3
Module 8	15	5/4 - 5/10	Review and Final Review	1. Review for final exam. Complete review discussion.	5/10
	16		Final Exam	1. Take timed final exam.	TBD