

### 321 Schedule of Assignments

Subject to change – changes will be posted on Blackboard and emailed

Week	Date	Writing Due	Reading Due	In Class
1 M	3/31			Introductions
1 W	4/2	Two paragraphs that describe a) your writing experience b) your expectations for your writing in class and future (submit via DB forum)	Chapters 1&2, 13 Prologue 1-7	Discussion of good and not-so-good business writing Resumes & Cover Letters
2 M	4/7	<b>Draft, Cover Letter &amp; Resume</b>		Peer Review – bring TWO copies to class
2 W	4/9		Chapter 5	Mechanics & grammar; workshop
3 M	4/14	<b>Final draft, Resume &amp; Cover Letter</b>	Chapters 3 & 4	Follow-up Letter
3 W	4/16	<b>Follow-up Letter Due</b>	Chapters 6 & 7, Appendix A	Memos, Informal Reports “You” messages and other style issues
4 M	4/21	<b>Draft, informal report (memo) due</b>	Reading TBD	Peer review Analyzing visuals/graphic design
4 W	4/23	<b>Final Draft, Informal Report</b>	Chapter 10	Formal Report Introduced
5 M	4/28	<b>Graphic Analysis Due</b>	Chapter 11 Appendix B	Proposals & Research
5 W	4/30	<b>Draft, Proposal</b>		Peer review

6 M	5/7	<b>Final Draft, Proposal</b>	Chapter 8	Negative Letters (group)
6 W	5/0	<b>Final Draft</b> , Negative Letter	Chapter 9	Midterm reflection; Persuasive situations, collection letters
7 M	5/12	<b>Draft</b> , collection letter		Peer Review
7 W	5/14	<b>Final Draft, Collection Letter</b>	Chapter 12	Presentation Workshop
8 M	5/19	<b>Half-draft</b> of Formal Report		Peer review
8 W	5/21			Project Presentations
9 M	5/26		No class – Memorial Day	
9 W	5/28			Project Presentations
10 M	6/2			Project Presentations
10W	6/4			Project Presentations

**Final Version of Formal Report due by 5 pm on Monday, June 9**