

## Detailed Readings and Assignments (4/9/2008)

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<b>Week 12</b>	7	Tasks: Formal Report Elements Sims, Chapter 14 Manual Orientation	AB 307
	9	Tasks: In-class writing workshop—create sample page and style sheet	AB 307
	11	Tasks: In-class writing workshop <b>DUE:</b> sample page/style sheet (beginning of class)	AB 307
<b>Week 13</b>	14	Tasks: In-class writing workshop	AB 307
	16	Tasks: In-class writing workshop	AB 307
	18	Tasks: In-class writing workshop <b>DUE:</b> Eight complete pages of body text with graphics (beginning of class)	AB 307
<b>Week 14</b>	21	Topic: Progress Reports Reading: Sims, Chapter 13	AB 307
	23	Tasks: <b>Progress Report—DUE end of class</b> You will write this document <i>during</i> class.	AB 307
	25	Tasks: In-class writing workshop—format manuals, insert TOC, LOI, and index*	AB 307
<b>Week 15</b>	28	Tasks: Rough draft of formal project manual— <b>DUE</b> (beginning of class)	AB 307
	30	Tasks: In-class writing workshop <b>DUE:</b> Draft Letter of Transmittal (beginning of class)	AB 307
	May 2	Tasks: <b>Formal Project—DUE (end of class)</b>	AB 307
<b>Week 16</b>	<b>Final Exams</b> English 2700.003 (9:00 a.m.), Monday, May 5, 8:00-10:00 a.m. English 2700.005 (10:00 a.m.), Wednesday, May 7, 8:00-10:00 a.m. English 2700.007 (11:00 a.m.), Friday, May 9, 10:30 a.m.-12:30 p.m.		

**\*Please note:** You will need to bring your TOC, LOI, and a list of words that you wish to index already typed up, in separate files, when you come to class on April 25.