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

*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.