



English 2311: Technical and Business Writing
CRN 21737; T/Th 1-2:20
Spring 2020

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“You don’t have to be great to get started,
but you do have to get started to be great.” --Les Brown

Course Schedule

This schedule is laid out on a weekly basis. Our weeks run (in general) from Tuesday to Monday Midnight.

I am still working on things in RED with asterisks by them, but will have them done before the week we work on them. You will need to refresh your schedule each week. I will let you know about that in "What's Going On?" videos.

[Flyer for the Virtual Writing Center](#)

March 30 – April 6	Read/Watch <ul style="list-style-type: none"><input type="checkbox"/> Our New Plan (Video)<input type="checkbox"/> Read: Unit 4<input type="checkbox"/> Read about Using Blackboard Journals<input type="checkbox"/> Unit 4: Finding Professional Job Listings (Video)<input type="checkbox"/> Unit 5: Annotated Bibliography (Video)<ul style="list-style-type: none">○ Unit 5: Sample Annotations with Annotations○ Sample Annotated Bibliography○ Writing an Annotated Bibliography○ What Kind of Source is This? (helps with citation) Due <ul style="list-style-type: none">• Status update:<ul style="list-style-type: none">○ Email me at kwood@epcc.edu and let me know how you are with things—do you have consistent internet, a tablet or computer to us for doing your homework, any other things that will help me help you as we move online for the rest of the semester. Let me know if you have any questions about the plan for the rest of the semester.<ul style="list-style-type: none">▪ Also, let me know where you are with your Formal Report/Annotated Bibliography.
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<p>April 7 – 13</p> <p>"What's Going On?" Developing your Resume</p> <p>Make sure you've finished Annotated Bibliography.</p>	<p>Read/Watch</p> <ul style="list-style-type: none"> • How to Write your First Resume • How to Write a Resume <p>Due</p> <ul style="list-style-type: none"> • Source Summary #12 due to the appropriate discussion board by 12:50 p.m. Find and post at least two websites on writing a good resume. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. <ul style="list-style-type: none"> ○ Source Summary response: toward the end of the week read though others' posts, post again and discus the things that seem to stand out as most important do's or don'ts in resumes now. • Email me if you are planning to complete Unit 3 for extra credit. (See the Unit 3 link on Blackboard) • Unit 5: Annotated Bibliography
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**April
14 - 20**

This week is all about doing research for your job documents. You need to find a job description and really dig into the company. Check out their website. Think about the tone there. Do they seem formal or more casual? What keywords and ideas do you notice repeating? Basically, you need to get to know them so that you can write for them.

You also should look for a resume format you like. DO NOT use a template. You want your reader to actually pay attention to yours. Do a search for Resumes and look at the images. Find a few you like so you can share those with me.

Ask me questions as you go along.

Read

- [The Comprehensive Guide to Writing a Knockout Cover Letter Every Time](#)
- [I've Read 500 Cover Letters for Entry-Level Media Jobs](#)

Due

- **Post to Unit 4 Journal: Do a separate entry for each one. Use the subject I put in bold for your entries.**
 - **Subject: Job Description/Company**
 - Copies or links to a professional job description you'll write your cover letter and resume for. Also include a link to the company website. Look at the original posting there, check out their mission statement and other things.
 - Tell me about all of that. What kind of place does it sound like? How is the description worded and what does that tell you about the tone of the place? What key words come up in the job description and on their website?
 - Also include links to a couple of resume styles/formats you like.
 - **Subject: My Road to this Job**
 - Make a list of things you need to do to be ready for this job. What degrees do you have to finish? Are their certifications or test you'll need to take? What professional organizations about your colleges and in the community might you join?
 - **Subject: Draft Resume**
 - A *rough* draft of a resume based on what you've done or what you think you will have done so far. *It can be just an organized list of what you have so far.* Include any volunteer work, activities, clubs, etc. (Remember, working with your mom's girl scout troop, teaching Sunday school classes, and helping your Uncle with a kids soccer club counts for that. After any of those, write a sentence or two about what you did and what you learned from doing it. Write it all down so I can help you out.
- **Source Summary # 13 due to the appropriate discussion board by 12:50 p.m.**

Find and post at least two websites on writing a good job cover letter. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible.

 - **Source Summary response:** toward the end of the week read though others' posts; post again and discuss the things that seem to stand out as most important do's or don'ts in cover letters now.

<p>April 21 - 27</p>	<p>Read/Watch</p> <ul style="list-style-type: none"> • Video: *Unit 5: Technical Report—From Annotated Bibliography To Draft, including format* <p>Due</p> <ul style="list-style-type: none"> • Unit 4: Journal <ul style="list-style-type: none"> ○ Subject: Draft Cover Letter. Post a draft of your cover letter. Keep the job description and company in mind as you develop it. Let me know what concerns and challenges you had as you worked on this. ○ Make sure you have read my comments on your last posts and reply to them. Together we should be continuing to refine your resume. • Unit 4 Feedback Group, Journal Entry <ul style="list-style-type: none"> ○ Click on your group link on the Unit 4 page. Select Journals <ul style="list-style-type: none"> ▪ Subject: Your name: drafts (for example, mine would be Kelli's Drafts). Share a refined version of your cover letter and resume in a journal entry. ○ Read the resumes and letters of your group members. Provide some feedback.
<p>April 28 – May 4</p>	<p>Read/Watch</p> <ul style="list-style-type: none"> □ Video: Combined with last week's so check that one out again. <p>Due</p> <ul style="list-style-type: none"> • Unit 3 (Optional) • Unit 5 Draft Due on BLACKBOARD: This is just a draft of what you have so far. You get a 100 for turning in a best effort at what you have right now. You're getting this to me so that I can give you some feedback and help as you work toward your final draft.
<p>May 5- 11</p>	<p>Due</p> <ul style="list-style-type: none"> • Unit 4 Final Cover Letter and Resume <p>Work on</p> <ul style="list-style-type: none"> • Unit 5: Report <ul style="list-style-type: none"> ○ Read my comments on your draft ○ Let me know if you have questions or need help ○ Make use of the online writing center ○ Breathe deeply.
<p>May 11- 14: Finals Week</p>	<p>Final Report due Thursday, May 14th.</p> <ul style="list-style-type: none"> ○ Let me know if you have questions or need help, ○ Make use of the online writing center. ○ Breathe deeply. <p>Due</p> <ul style="list-style-type: none"> • Unit 5 Final Report on May 14th by midnight.

