



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

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**Office Hours:** M/W: 1:00-4:30, T/Th: 10:30-11:30, F: 10-11

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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**

The following is our schedule for the semester. Do not lose it! If you do lose this, ask me for another copy as soon as possible or get one from the kelli.ninja! Please note that it is subject to change to fit our learning needs. Any major changes will be given to you in writing. Minor changes will be announced in class.

Date	What's Due Today—Homework
1/21 T	<ul style="list-style-type: none"><li>• <a href="#">Syllabus</a></li><li>• Website: <a href="http://kelli.ninja">kelli.ninja</a></li><li>• <a href="#">Blackboard</a></li><li>• Source Summary Assignments and Presentations</li></ul>
1/23 TH	<ul style="list-style-type: none"><li>• Read <a href="#">Unit 1</a></li><li>• <b>Contact Info:</b> Fill out this online contact info and get a 100!</li></ul>
1/28 T	<ul style="list-style-type: none"><li>• Read<ul style="list-style-type: none"><li>◦ <a href="#">Writing down the Basics</a>, Attribution – Credibility, pp. 55-57</li><li>◦ <a href="#">How to Write a Summary</a></li></ul></li><li>• <b>Source Summary #1 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on what makes sources credible. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li></ul>
1/30 TH	<ul style="list-style-type: none"><li>• Read <a href="#">Writing down the Basics</a>, Why Refine your Writing – Emphasis, pp. 6-18</li><li>• <b>Source Summary #2 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on online/business etiquette. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li></ul>

Date	What's Due Today—Homework
2/4 T	<ul style="list-style-type: none"> <li>• Read <a href="#">Writing down the Basics</a>, Business Writing, pp. 121-125</li> <li>• <b>Source Summary #3 due to the appropriate discussion board by 12:50 p.m.</b> Find and post a website on <u>each</u> of the following (put them all in one post): <ul style="list-style-type: none"> <li>○ 1) email format/layout,</li> <li>○ 2) business memo (memorandum) format/layout, and</li> <li>○ 3) business letter format/layout.</li> </ul> With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> </ul>
2/6 TH	<ul style="list-style-type: none"> <li>• <b>Unit 1 Due</b></li> <li>• Read <b>Unit 5</b></li> <li>• <b>Source Summary #4 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on writing a recommendation OR feasibility report. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> </ul>
2/11 T	<ul style="list-style-type: none"> <li>• <b>READ</b> <a href="#">Writing down the Basics</a>, Punctuation Basics-Bonus Comma Knowledge, pp. 20-24</li> <li>• <b>Source Summary #5 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on writing a good research essay proposal memo. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class. (This is Unit 5 preparation. See your schedule for the proposal memo due date; however, you are <u>highly</u> encouraged to turn it in early.)</li> <li>• Read <b>Unit 2</b></li> </ul>
2/13 TH	<ul style="list-style-type: none"> <li>• <b>READ</b> <a href="#">Writing down the Basics</a>, Salty Tale - Colons, pp. 25-29</li> <li>• <b>Source Summary #6 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on writing instructions. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> <li>• <b>Unit 2 Proposal Due</b></li> </ul>
2/18 T	<ul style="list-style-type: none"> <li>• <b>Read:</b> Review <a href="#">Unit 5</a>, Topic Proposal and Source Summary #5 links</li> <li>• <b>Source Summary #7 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on developing questions for feedback/survey forms. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> <li>• <b>Send me a Unit 5 progress email.</b></li> </ul>
2/20 TH	<ul style="list-style-type: none"> <li>• <b>Beta Testing:</b> Bring 3 copies of your instructions and feedback form/survey.</li> </ul>
2/25 T	<ul style="list-style-type: none"> <li>• <b>Unit 5 Topic Proposal Due</b></li> <li>• <b>Focus Group:</b> Bring 3 copies of your instructions and feedback form/survey.</li> </ul>

Date	What's Due Today—Homework
2/27 TH	<ul style="list-style-type: none"> <li>• <b>READ</b> <a href="#">Writing down the Basics</a>, Quotation Marks, pp. 33-35</li> <li>• <b>Source Summary #8 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on APA style writing and/or citation. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> <li>• Doing Research Discussion</li> </ul>
3/3 T	<ul style="list-style-type: none"> <li>• <b>READ</b> <a href="#">Writing down the Basics</a>, Apostrophes - Ellipsis, pp. 329-33</li> <li>• <b>Final Unit 2 Portfolio Due</b></li> <li>• <b>Source Summary #9 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on APA paper format and APA annotated bibliographies. The websites can discuss both, or you can post one website on each topic. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> </ul>
3/5 TH	<ul style="list-style-type: none"> <li>• <b>READ</b> <a href="#">Writing down the Basics</a>, Formal Writing – I Didn't Make that Mistake, pp. 53-62 and APA Documentation Style, 79-97</li> <li>• In-Class <ul style="list-style-type: none"> <li>○ APA Citation</li> <li>○ Research</li> </ul> </li> <li>• <b>Send me a Unit 5 progress email.</b></li> </ul>
3/10 T	<ul style="list-style-type: none"> <li>• <b>Read Unit 3</b></li> <li>• In-Class: Groups &amp; Thinking about design</li> </ul>
3/12 TH	<ul style="list-style-type: none"> <li>• <b>Source Summary #10 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on developing a brochure. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> </ul>
<b>Spring Break</b>	
3/24 T	<ul style="list-style-type: none"> <li>• <b>Unit 3 Proposal Memo Due</b></li> <li>• <b>Source Summary #11 due to the appropriate discussion board by 12:50 p.m.</b> Find and post at least two websites on developing a good business web page. With each of them, provide a 3-5 sentence summary of the information and a rationale for why it's credible. Be ready to present your information during class.</li> </ul>
3/26 TH	<ul style="list-style-type: none"> <li>• <b>Group Work/Review</b></li> <li>• <b>Unit 5: Annotated Bibliography Due on BLACKBOARD</b></li> </ul>
<b>3/31: Cesar Chavez Day—No Classes</b>	
4/2 TH	<ul style="list-style-type: none"> <li>• <b>Group Work/Review</b></li> </ul>
4/7 T	<ul style="list-style-type: none"> <li>• <b>Group Work/Review</b></li> </ul>
4/9 TH	<ul style="list-style-type: none"> <li>• <b>Unit 3 Portfolio and Presentation due</b></li> <li>• <b>Read Unit 4</b></li> </ul>

Date	What's Due Today—Homework
4/14 T	<ul style="list-style-type: none"> <li>• <a href="#">Source Summary</a> #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. Be ready to present your information during class.</li> <li>• Bring in copies or links to a few professional job descriptions</li> <li>• Send me a <a href="#">Unit 5</a> progress email.</li> </ul>
4/16 TH	<ul style="list-style-type: none"> <li>• <a href="#">Source Summary</a> # 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. Be ready to present your information during class.</li> </ul>
4/21 T	<ul style="list-style-type: none"> <li>• Bring in draft of cover letter and resume</li> </ul>
4/23 TH	<ul style="list-style-type: none"> <li>• Bring in draft of cover letter and resume</li> </ul>
4/28 T	<ul style="list-style-type: none"> <li>• <a href="#">Unit 4</a> Final Due</li> <li>• Work on <a href="#">Unit 5</a></li> </ul>
4/30 TH	<ul style="list-style-type: none"> <li>• Work on <a href="#">Unit 5</a></li> </ul>
5/2 Sat.	<ul style="list-style-type: none"> <li>• <a href="#">Unit 5</a> Draft <a href="#">Due on BLACKBOARD</a> by 9 am</li> </ul>
5/5 T	<ul style="list-style-type: none"> <li>• <a href="#">Unit 5</a> Print copy Draft due in class for Workshop</li> </ul>
5/7 TH	<ul style="list-style-type: none"> <li>• <a href="#">Unit 5</a> Final Due <ul style="list-style-type: none"> <li>○ Final Report</li> </ul> </li> <li>• Any revisions of previous assignments</li> </ul>
No Late Papers after this Point	
5/14 TH	<ul style="list-style-type: none"> <li>• FINAL--1-3 P.M.: Formal Presentations. Present your findings from your Technical Report.</li> </ul>