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| **COLOR CODE:** Orange rows indicate topics for the week and green rows indicate assignments  and due dates. | |
| **Dates** | **Topics & Activities** |
| **May 28 – 30** | Week 1: Intro to Technical Writing |
| **May 30** | Discussion |
| **Jun 2 - 6** | Week 2: Email |
| **Jun 6** | Discussion  Email |
| **Jun 9 – 13** | Week 3: Memos |
| **Jun 13** | Discussion  Memos |
| **Jun 16 – 20** | Week 4: Technical Descriptions |
| **Jun 20** | Discussion  Technical Descriptions |
| **Jun 23 – 27** | Week 5: Instructions |
| **Jun 27** | Discussion  Instructions Draft |
| **Jun 30 – Jul 4** | Week 6: Instructions, Cont. |
| **Jul 3** | Discussion  Instructions Final |
| **Jul 7 – 11** | Week 7: Technical Reports |
| **Jul 11** | Discussion |
| **Jul 14 - 18** | Week 8: Technical Reports, Cont. |
| **Jul 18** | Discussion  Progress Report Draft |
| **Jul 21 – 24** | Week 9: Technical Reports, Cont. |
| **Jul 24** | Discussion  Progress Report Final |