**EDD 104:**

**Student Task List Class 4:**

**Objective:** To improve your professional and technical writing through exercises, revision and peer review.

**Class Agenda:**

* Clear, Concise Writing
* Peer Review of Draft Research Paper
* Review Assignment- 2 parts

**PL: TASKS FOR TEAM**

**Clear, Concise Writing**

* Everyone should download and first read through the **Clear, Concise Writing Packet**. Note the 5 **More Practice Sentences to edit** on the last page which is part of the Assignment for next week.
* **During pair/trio reviews, each team member should identify at least 3 sentences from their own Research Report that are not clear or concise, and then apply the techniques learned in class to revise these sentences**.
* Submit a word document with the list of original sentences followed by the clear and concise versions for the 5 sentences from the packet and the 3 from your own report to FileExchange. Name file **CCW\_LastName\_FirstName**.
* **PL: ORGANIZE pairs/trios for Peer Review**
* Each student must either have hard copy of your paper or have your Research paper rough draft on your laptop and **save as a new name (ex. Research Report\_edits).**
* Either swap laptops with your partner or share the Research Report\_edits document with them.
* Track changes and add comments and suggestions.
* Discuss anything that was unclear or could be improved upon with your partner after you both finish reading each other’s reports.
* While you peer review with your partner, pay attention to the progress of the rest of your team
* Create a method to share findings of research assignment
* Bring the team together and proceed with your plan of reviewing findings

**Homework:**

**Due before Class 5**

1. Submit Word doc to Your Team FileExchange.
   * This document should have your name, section and team# on the top.
   * Then have in pairs: the original and revised sentences you worked on so we can see the editing you did.
   * This means you need to have: 5 revised exercise sentences and 3 revised sentences from your own paper**—a total of 8 pairs of sentences.**
   * **YOU WILL HAVE STARTED THIS IN CLASS.**

**Example:**

1. After reviewing the results of your previous research, and in light of the relevant information found within the context of the study, there is ample evidence for making important, significant changes to our operating procedures. (original)

After reviewing the results of your research, and within the context of the study, we find evidence to support significant changes in our operating procedures. (revised)

**HERE ARE THE 5 sentences (also in hand-out):**

1. He dropped out of school on account of the fact that it was necessary for him to help support his family.

2. It is expected that the new schedule will be announced by the bus company within the next few days.

3. There are many ways in which a student who is interested in meeting foreign students may come to know one.

4. It is very unusual to find someone who has never told a deliberate lie on purpose.

5. Trouble is caused when people disobey rules that have been established for the safety of all.

1. **MOST IMPORTANTLY**: Submit Research Report final draft to Turnitin link before the start of Class 5. Late papers will be penalized.
   * Make sure to review the grading rubric uploaded to MyCourses before you submit to make sure you have fulfilled all requirements and maximized your grade.
   * Make sure your review the suggested changes/edits from your partner and incorporate in those you believe appropriate—but also do your own review and editing. This paper should have the best information you can find, from the best sources, and using your best writing.
2. **EVERYONE TO SUBMIT GOOGLE FORM by start of next class. PL- C to submit TMM with updated Gantt Chart screen short to Discussion Forum for Week 4.**