| FOCUS | READING ASSIGNMENTS | WRITING ASSIGNMENTS |
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| **Nov. 2 - 8**<br><br>**Non-Profit Group Project:** Integrating Feedback & Polishing Documents | Review all Week 9 - 11 readings as needed to provide concrete feedback to peers. | 1. **Non-Profit Discussion Board #3:** **Individually**, provide feedback on one group's project (not your own) *by midnight Wednesday, Nov. 4.*<br><br>2. **Assignment Folder:** Revise your Non-Profit Project based on peer feedback; the **team leader** will submit your 4 documents *no later than midnight Sunday, Nov. 8. Graded out of 50 points.* |

Hooray! We've made it to our final week of the Non-Profit Group Project. Good work everyone.

**FIRST** *(Monday through Wednesday)*, the Non-Profit Discussion Board #3 should be full of project drafts: proposals, fundraising letters and design docs. Individually, you are each required to choose another group's project and offer concrete (specific!) comments to help guide their revisions. You may choose one document to focus comments on, but please make mention of **how their project works as a whole-**-and remember to state what works/is successful, too. Below is a guide for feedback:

- **PROJECT PROPOSAL**: *Does the group discuss their proposal clearly and completely by explaining the communication needs and documents proposed to meet those perceived needs? It the point of view accurate (i.e. from group to classmates and instructors)?*
- **FUNDRAISING LETTER***: Are specific readers identified and addressed? Does the letter assume an appropriate tone given readers? Are monetary requests specific (amounts & timeframe)? Can you offer additional comments about content or style?*
- **DESIGN DOCUMENT #1:** *Please comment on alignment, color, contrast and proximity. Additionally, is the writing clear and complementary of design elements? Is there enough written content to substantiate the 500-800 word approximation? And is this writing clear, concrete and grammatically correct?*
- **DESIGN DOCUMENT #2:** *Please comment on alignment, color, contrast and proximity. Additionally, is the writing clear and complementary of design elements?*
- **OVERALL EFFECTIVENESS OF PROJECT:** *Offer specific comments on the quality of the overall project: do all four documents work well* ***together*** *in terms of scope, design and writing style/tone?*

**SECOND** *(Thursday through Sunday)*, collaborate as a group and sort through suggestions by peers. Some will be helpful; others, while well intentioned, may not feel relevant or accurate. Then take a break. Go for a walk. Drink some coffee. And return to your documents for a final edit that accounts for misplaced commas; point-of-view inaccuracies; subject/verb disagreement; unnecessary wordiness. The team leader will then post polished documents(4) **by midnight Sunday (11/8) in Assignments.**

**Good luck everyone**. I look forward to reading through your projects next week. As always, I'm here to help so please don't hesitate to email with questions.