# Course Calendar (subject to change)

| **Day** | **Date** | **In-Class Activities** | **For Next Class** |
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| **1** | T,  1/10 | Course Introduction  What it means to “Annotate"  Snowball Fight | REVIEW/ANNOTATE SLIDE PACKAGE:  Succeeding in Business Communication.pptx |
| **2** | TH,  1/12 | 4 types (Types of Business Writing.pptx)  Succeeding in Business Communication  SDLC model |  |
| **17 Jan, Tuesday = Last day to change/drop a class without a ‘W’ being recorded** | | | |
| **3** | T,  1/17 | Argument and Rhetorical Analysis.pptx  Improving our writing (Effective Writing Style.pptx)  <https://www.plainlanguage.gov/law/>  In-Class Ex: 4.9 and 4.10 | REVIEW/ANNOTATE SLIDE PACKAGE:  Using You Attitude.pptx |
| **4** | TH,  1/19 | Audience & Medium.pptx  Using You Attitude  In-class Ex. 2.2 (choosing medium/channel) | REVIEW/ANNOTATE SLIDE PACKAGE: Business Memos.pptx in BB Slides folder |
| **5** | T,  1/24 | Email.pptx  Critique dogpark email Ex 9.9  Memos (Business Memos.pptx)  *Assignment:* Memo – Informative/Instructive/Internal  In class Memo\_rewrite\_exercise.docx (Axel outfitters) | REVIEW/ANNOTATE SLIDE PACKAGE:  Communicating Across Cultures.pptx |
| **6** | TH,  1/26 | Cultural Differences in Business (Communicating Across Cultures.pptx)  In-class – Ex. 5.9 cultural issues international trip | **Memo uploaded to BB by Tues,**  **31 Jan** |
| **7** | T,  1/31 | **Final Memo due**  In-Class **Peer Review Workshop**  Prep for first peer review:  -Otis College Peer Review YouTube - <https://www.youtube.com/watch?v=24apK7i32xg>  -No One Writes Alone YouTube – <https://www.youtube.com/watch?v=tY8CX0J3ILc>  -How to Write Effective Peer Review Comments.pptx  *Assignment:* Press Release - Persuasive external message | **Press Release draft for peer review** |
| **8** | TH,  2/2 | **Conduct Peer Review - Press Release**  P, A, G\_Business Writing.pptx | **Final Press Release uploaded to BB by Tues, 7 Feb** |
| **9** | T,  2/7 | **Final Press Release due**  Six Basic Comma Rules  Comma vs semicolon  Semicolon, colon, dash | REVIEW/ANNOTATE SLIDE PACKAGE:  Business Ethics.pptx &  Inclusive\_Unbiased Wording.pptx |
| **10** | TH,  2/9 | Importance of ethics and awareness of bias in Business Documents  Ethics in Business.pptx  Checking Biases.pptx |  |
| **11** | T,  2/14 | In-class - Ex. 1.6 (Making ethical choices) |  |
| **12** | TH,  2/16 | Position 1: <https://www.ted.com/talks/robert_gordon_the_death_of_innovation_the_end_of_growth>  Position 2: <https://www.ted.com/talks/erik_brynjolfsson_the_key_to_growth_race_with_the_machines>  Watch the two TED Talks.  Construct a response to the questions in BB file titled “Assignment - Prompts for TEDTalks\_SP2023”  **Email responses to me by midnight** | REVIEW/ANNOTATE: BB file titled “Informal Reports.pdf” |
| **13** | T,  2/21 | Creating Business Reports (Reports.pptx)  *Assignment* – Investigative Report | **Investigative Report draft for peer review** |
| **14** | TH,  2/23 | **Conduct Peer Review – Investigative Report** | **Final Investigative Report uploaded to BB by Tues, 28 Feb** |
| **15** | T,  2/28 | **Final Investigative Report due**  Why vetting and evaluating sources is important  Walking Dead article game | REVIEW/ANNOTATE SLIDE PACKAGE:  Application Letters.pptx &  Résumé.pptx |
| **16** | TH,  3/2 | Genre Sets:  Job Opening, Application, Cover Letter, Résumé, References  Application Letters.pptx  Résumé.pptx  *Assignment:* Cover Letter & Résumé | **Cover Letter, Résumé uploaded to BB by Tues, 14 Mar** |
| **Spring Break (no classes) = 5 – 12 March (Sunday-Sunday)** | | | |
| **17** | T,  3/14 | **Cover Letter, Résumé**  Interview, Follow-up thank you letter, Offer Letter, Acceptance Letter  Interview and Follow-Up.pptx | REVIEW/ANNOTATE SLIDE PACKAGE:  Crafting Negative Messages.pptx |
| **18** | TH,  3/16 | Delivering Negative Messages  Writing complaint letter/format  *Assignment:* Complaint Letter | **Complaint Letter due Tues,**  **21 Mar (uploaded to BB & HARDCOPY - *remove personal info****)*  REVIEW/ANNOTATE SLIDE PACKAGE:  Apology Letters.pptx |
| **19** | T,  3/21 | **Complaint Letter due**  Writing Letters of Apology  *Assignment:* Apology Letter | REVIEW/ANNOTATE SLIDE PACKAGE:  Designing Documents.pptx |
| **20** | TH,  3/23 | How to Design Appealing Documents  In-class – time change flyer | **Apology Letter due Tues,**  **28 Mar (uploaded to BB & HARDCOPY)** |
| **21** | T,  3/28 | **Apology Letter due (Stapled to Complaint Letter)**  In-class Apology\_Ltr\_Exercise\_aerobics  Letter from Birmingham Jail game | REVIEW/ANNOTATE: In Termination folder in BB: How to Construct an Effective Termination Letter.docx  &  Steps for Terminating an Employee.docx  &  Terminations.pptx |
| **27 March, Monday = Last day to drop a course or withdraw without a grade of "WF" being recorded** | | | |
| **22** | TH,  3/30 | Review slides & reading: How to Construct an Effective Termination Letter & Steps for Terminating an Employee  In-class group ex. Scenario firing a CEO  *Assignment:* Termination Letter |  |
| **23** | T,  4/4 | Working and Writing in Teams  OralPresentations.pptx | **Termination Letter draft due for peer review** |
| **24** | TH,  4/6 | **Conduct Peer Review – Termination Letter**  In-class - shoe collection flyer | **Final Termination Letter uploaded to BB by Tues, 11 Apr**  REVIEW/ANNOTATE SLIDE PACKAGE:  Writing Proposals (Grant).pptx |
| **25** | T,  4/11 | **Final Termination letter due**  PersuasiveAppeals\_InProposals.pptx  How to Write a Grant Proposal  Parts of a Proposal.pptx  *Assignment*: Group Proposal & Presentation | Work with group on proposal |
| **26** | TH,  4/13 | Work on group proposal | Work with group on proposal |
| **27** | T,  4/18 | Proposal Presentation | **Group Final Proposal uploaded to BB AND Hardcopy (print on both sides) by Thurs, 20 Apr** |
| **28** | TH,  4/20 | Proposal Presentation |  |
|  | T,  4/25 | Reading Day (no Classes) |  |
| **Final Exams = Apr 26 – May 3 (Wednesday - Wednesday)** | | | |