

TECM 5191 - Homework and Readings

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| <u>Week</u> | <u>Date</u> | <u>Readings</u> | <u>Homework</u> |
|-------------|--------------|--|----------------------------------|
| Week 1 | August 25 | N/A | N/A |
| Week 1 | August 27 | Rude ch. 4 - Marking Paper Copy | Grammar Diagnostic |
| | | Rude ch. 7 - Basic Copyediting: An Introduction | Exercise 4.1 |
| | | Rude ch. 10 - Grammar and usage | Exercise 4.3 (optional practice) |
| Week 2 | September 3 | Rude ch. 8 - Copyediting for consistency | 10.1 |
| | | Rude ch. 11 - Punctuation | |
| | | Rude ch. 12 - Quantitative and Technical Material | |
| Week 3 | September 8 | Rude ch. 9 - Spelling, Capitalization, and Abbreviations | 11.1 Part 1 |
| | | | Practice copyediting test due |
| Week 3 | September 10 | Rude ch. 13 - Proofreading | 9.1 |

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| Week 4 | September 15 | No new readings for today. | No Homework |
| Week 4 | September 17 | Taking an editing test: The devil's in the details http://www.geoff-hart.com/resources/2003/edit-test.htm | Write a 300-word response to the article "Taking an Editing test". Guiding Question: What strategies will you use as you prepare for your editing test and why? |
| Week 5 | September 22 | Why would anyone use the Chicago Manual of Style http://www.quickanddirtytips.com/education/grammar/why-would-anyone-use-the-chicago-manual-of-style | No Homework! :) |
| Week 5 | September 24 | Rude ch. 14 - Comprehensive Editing: Definition and Process | Copyediting Exam Due |
| Week 6 | September 29 | Team writing chapter from Joanna Wolfe http://courses.christopherylam.com/4190/readings/teamwork.pdf | Come to class with a written set of team roles |
| Week 6 | October 1 | Rude ch. 17 - Organization: The Architecture of Information | A 150-300 word summary of client who needs job materials edited. Include information about the client, their career, and the job sector for which they are applying to. Upload to Blackboard. |
| Week 7 | October 6 | OPTIONAL Reading for extra credit: Charney (1992)- Writing Quality in Resumes. http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/charney_1992.pdf | D+A 1, 4, and 5 on pages 263-265. Type out and upload to Blackboard |

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| | | <p>Introduction to and Expectations for Resumes https://owl.english.purdue.edu/owl/resource/564/01/</p> <p>Resumes (RPI) https://www.rpi.edu/dept/cdc/students/jobsearch/resumes/resumes.html</p> | <p>Optional assignment: Read Charney (1992) and write a 500-word response that summarizes the findings of the study and discusses key implications for editing resumes.</p> |
| Week 7 | October 8 | <p>Cover Letter Workshop- Formatting and Organization https://owl.english.purdue.edu/owl/resource/723/03/</p> <p>Forbes: How to write a cover letter http://www.forbes.com/sites/susanadams/2011/03/24/how-to-write-a-cover-letter/</p> | <p>Write a 300-word summary of the two articles. Compare and contrast the advice provided in each article. Upload to Blackboard.</p> |
| Week 8 | October 13 | <p>Locker- Building Goodwill. http://highered.mheducation.com/olc/dl/34269/loc69587_ch02.pdf</p> | <p>Work on job materials project and style videos</p> |
| Week 8 | October 15 | <p>Mackiewicz and Riley (2003)- The Technical Editor as Diplomat http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/MackiewiczRiley_Linguistic-Strategies.pdf</p> <p>Albers and Marsella (2011). An analysis of student comments in comprehensive editing http://techcomm.stc.org/wp-content/uploads/2011/04/art06.pdf</p> <p>Watch this YouTube Video Lecture on Linguistic Politeness and phrasing editorial comments #</p> | <p>Write a 500-word summary of the two articles assigned. Include at least 5-7 specific strategies you will use in your own editing project. Extra credit opportunity- Write a 1500-word compare and contrast article of the two readings and include specific strategies you will use in your editing. Upload to Blackboard.</p> <p>OPTIONAL: Copyediting retake is due</p> |

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| Week 9 | October 20 | Watch this YouTube Video Lecture on the client memo genre. # | Keep working on your job materials edit. Style Videos are Due. Upload to YouTube. |
| Week 9 | October 22 | No readings due this week. | Job Materials Project Due. Upload to Blackboard. |
| Week 10 | October 27 | ESL: When editing becomes educating http://www.bothell.washington.edu/wacc/teaching/esl/esl-editing Eaton et al. (2008). Comparing Cultural Perceptions of Editing from the Author's Point of View # | Write a 300-word response to the Eaton et al. article. Summarize the article and discuss how it is relevant to your ESL project. Upload to Blackboard. |
| Week 10 | October 29 | Rude chapters 17, 18, and 19 | Open Heart Surgery |
| Week 11 | November 3 | Writing the empirical social science research paper: A guide for the perplexed https://www.apa.org/education/undergrad/empirical-social-science.pdf | Subject-matter scavenger hunt |
| Week 11 | November 5 | TBA | Vote! |
| Week 12 | November 10 | Rude chapter 19 | 300-word proposal for final project. Upload to Blackboard. |

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| Week 12 | November 12 | Complete beginner's guide to information architecture http://www.uxbooth.com/articles/complete-beginners-guide-to-information-architecture/#what | Continue working on final project. |
| Week 13 | November 17 | TBA | Come with 3 specific questions about your final project. |
| Week 13 | November 19 | No new readings for today. | No new homework for today. |
| Week 14 | November 24 | Beginner's guide to Entrepreneurship http://epiclaunch.com/guide-to-entrepreneurship/ | Conduct internet research and figure out a good hourly rate for a freelance technical editor. Distinguish between copyediting, proofreading, and comprehensive editing. |
| Week 14 | November 26 | No readings for today | ESL Project Due. Upload to Blackboard. |
| Week 15 | December 1 | No new readings | Work on final projects. |
| Week 15 | December 3 | No new readings. | Keep on working on final projects. |
| Finals Week | December 10 | TBA | Final project due by 3:30pm on Wednesday, December 10. |