

## TECM 4190 - Homework and Readings

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<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Readings</u></b>	<b><u>Homework</u></b>
Week 1	August 25	N/A	N/A
Week 1	August 27	Rude Chapters 4, 7, and 10.	Grammar Diagnostic  4.3
Week 2	September 3	Rude Chapters 11 and 12	10.1
Week 3	September 8	Rude Chapter 9	11.3 Part 1  Practice copyediting test due
Week 4	September 15	Rude Chapters 13	9.1
Week 4	September 17	Taking an editing test: The devil's in the details <a href="http://www.geoff-hart.com/resources/2003/edit-test.htm">http://www.geoff-hart.com/resources/2003/edit-test.htm</a>	11.1  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?

<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Readings</u></b>	<b><u>Homework</u></b>
Week 5	September 22	Why would anyone use the Chicago Manual of Style <a href="http://www.quickanddirtytips.com/education/grammar/why-would-anyone-use-the-chicago-manual-of-style">http://www.quickanddirtytips.com/education/grammar/why-would-anyone-use-the-chicago-manual-of-style</a>	No Homework! :)
Week 5	September 24	Rude Chapter 14	Copyediting Exam Due
Week 6	September 29	Rude Chapter 14	Copyediting Exam Due
Week 6	October 1	Rude Chapter 17	Come to class with a client who needs job materials edited.
Week 7	October 6	<p>OPTIONAL Reading for extra credit: Charney (1992)- Writing Quality in Resumes. <a href="http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/charney_1992.pdf">http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/charney_1992.pdf</a></p> <p>Introduction to and Expectations for Resumes <a href="https://owl.english.purdue.edu/owl/resource/564/01/">https://owl.english.purdue.edu/owl/resource/564/01/</a></p> <p>Resumes (RPI) <a href="https://www.rpi.edu/dept/cdc/students/jobsearch/resumes/resumes.html">https://www.rpi.edu/dept/cdc/students/jobsearch/resumes/resumes.html</a></p>	<p>D+A 1, 4, and 5 on pages 263-265. Type out and upload to Blackboard</p> <p>Optional: 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	Cover Letter Workshop- Formatting and Organization <a href="https://owl.english.purdue.edu/owl/resource/723/03/">https://owl.english.purdue.edu/owl/resource/723/03/</a>	Write a 300-word summary of the two articles. Compare and contrast the advice provided in each article. Upload to Blackboard.

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		Forbes: How to write a cover letter <a href="http://www.forbes.com/sites/susanadams/2011/03/24/how-to-write-a-cover-letter/">http://www.forbes.com/sites/susanadams/2011/03/24/how-to-write-a-cover-letter/</a>	
Week 8	October 13	Locker- Building Goodwill. <a href="http://highered.mheducation.com/olc/dl/34269/loc69587_ch02.pdf">http://highered.mheducation.com/olc/dl/34269/loc69587_ch02.pdf</a>	Style Videos are Due
Week 8	October 15	Mackiewicz and Riley (2003)- The Technical Editor as Diplomat <a href="http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/MackiewiczRiley_Linguistic-Strategies.pdf">http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/MackiewiczRiley_Linguistic-Strategies.pdf</a>	Write a 500-word summary of the Mackiewicz and Riley article. Include specific strategies you will use in your own editing project. Upload to Blackboard.
		Watch this YouTube Video Lecture on Linguistic Politeness and phrasing editorial comments #	
Week 9	October 20	Watch this YouTube Video Lecture #	Keep working on your job materials edit.
Week 9	October 22	Watch this YouTube Video Lecture #	Job Materials Project Due
Week 10	October 27	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.

<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Readings</u></b>	<b><u>Homework</u></b>
Week 10	October 29	Rude chapters 17, 18, and 19	Open Heart Surgery
Week 11	November 3	TBA	Subject-matter scavenger hunt
Week 11	November 5	TBA	Vote!
Week 12	November 10	TBA	Proposal for final project
Week 12	November 12	TBA	Continue working on final project.
Week 13	November 17	TBA	Come with 3 specific questions about your final project.
Week 14	November 24	TBA	TBA
Week 14	November 26	TBA	TBA

<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Readings</u></b>	<b><u>Homework</u></b>
Week 15	December 1	TBA	TBA
Week 15	December 3	TBA	TBA
Finals Week	December 10	TBA	Final project due by 3:30pm on Wednesday, December 10.