

TECM 4190 - 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. Conciseness Contest - See Resources Page |

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| Week 7 | October 6 | <p>OPTIONAL Reading for extra credit: Charney (1992)- Writing Quality in Resumes. http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/charney_1992.pdf</p> <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>D+A 1, 4, and 5 on pages 263-265. Type out and upload to Blackboard</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>Style Videos are Due. Upload to YouTube.</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://</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> |

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| | | <p>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>Watch fellow students' YouTube Video Lectures on style #</p> | OPTIONAL: Copyediting retake is due |
| Week 9 | October 20 | Watch this YouTube Video Lecture on the client memo genre. # | Keep working on your job materials edit. |
| Week 9 | October 22 | No readings due this week. | Job Materials Project Due. Upload to Blackboard. |
| Week 10 | October 27 | <p>ESL: When editing becomes educating http://www.bothell.washington.edu/wacc/teaching/esl/esl-editing</p> <p>Eaton et al. (2008). Comparing Cultural Perceptions of Editing from the Author's Point of View #</p> | 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 | <p>Writing the empirical social science research paper: A guide for the perplexed https://www.apa.org/education/undergrad/empirical-social-science.pdf</p> | Subject-matter scavenger hunt |

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| Week 11 | November 5 | TBA | Vote! |
| Week 12 | November 10 | Rude chapter 19 | 300-word proposal for final project. Upload to Blackboard. |
| 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. |

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| 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. |