TECM 4190 - Homework and Readings

Week	**Date**	**Readings**	**Homework**
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 - Coyediting 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	OPTIONAL Reading for extra credit: Charney (1992)- Writing Quality in Resumes. http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/charney_1992.pdf Introduction to and Expectations for Resumes https://owl.english.purdue.edu/owl/resource/564/01/ Resumes (RPI) https://www.rpi.edu/dept/cdc/students/jobsearch/resumes/resumes.html	D+A 1, 4, and 5 on pages 263-265. Type out and upload to Blackboard 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.
Week 7	October 8	Cover Letter Workshop- Formatting and Organization https://owl.english.purdue.edu/owl/resource/723/03/ Forbes: How to write a cover letter http://www.forbes.com/sites/susanadams/2011/03/24/how-to-write-a-cover-letter/	Write a 300-word summary of the two articles. Compare and contrast the advice provided in each article. Upload to Blackboard.
Week 8	October 13	Locker- Building Goodwill. http://highered.mheducation.com/olc/dl/34269/loc69587_ch02.pdf	Work on job materials project and style videos Odd exercises from the active vs. passive voice handout Odd exercises from the word choice handout Odd exercises from the tone handout

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Week 8	October 15	Mackiewicz and Riley (2003)- The Technical Editor as Diplomat http://courses.christopherylam.com/5195/wp-content/uploads/2013/01/MackiewiczRiley_Linguistic-Strategies.pdf Albers and Marsella (2011). An analysis of student comments in comprehensive editing http://techcomm.stc.org/wp-content/uploads/2011/04/art06.pdf Watch this YouTube Video Lecture on Linguistic Politeness and phrasing editorial comments https://www.youtube.com/watch?v=-45JIpIGJrM	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. OPTIONAL: Copyediting retake is due
Week 9	October 20	Watch this YouTube Video Lecture on the client memo genre. http://youtu.be/ikJk09GZCQw	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 http://courses.christopherylam.com/4190/readings/eaton.pdf	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.

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Week 10	October 29	Rude chapters 17, 18, and 19	Finish ESL activity
			Watch Style Videos
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	Finish Style Videos
Week 11	November 5		Vote!
			Comprehensive editing of academic writing
Week 12	November 10	Rude chapter 19	300-word proposal for final project. Upload to Blackboard.
Week 12	November 12	TBA	Open heart surgery
Week 13	November 17	Complete beginner's guide to information architecture http://www.uxbooth.com/articles/complete-beginners-guide-to-information-architecture/#what	Come with 3 specfic 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

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			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.