* *Instructor reviews assignments that were submitted last week, observes that many students have a weakness around quoting text from others, and opens class with discussion of Quotation*
* *Instructor prefers MLA citations*

Introduce the material, quote someone or something, and provide references.

According to so-and-so…, then finish your thought, and finally present reference, in some manner.

Midterm note: graphic with a horrible title

* *Moves on to units and numbers in T.W*

Reading: When to use a pie chart or when to use a histogram

* *Now moves on to an illustration of an incorrect pie chart and offers open critique and discussion, in class*
* *Now moves on to a discussion of which graph are best to choose based on appearance and relevance of detail*
* *Now looking at data and group work to analyze into a specific chart – reasons why or why not to do so.*

What kind? (Pie chart, bar chart, histogram, etc…)

Is this the best choice?

Is it well done? Pie chart – done right? (The largest chunk starting at 12 o’clock and going clockwise listed in descending order) all charts – labeling, figure, source, legend, good title

* *Back to process and we should be working on our scenarios*

What kind of company?

What does it produce or what service(s) does it provide (main focus, not writing)?

What kind of documents does the company produce (does it need to function)?

Who is/are the audiences(s) for these documents?

What is the purpose of these documents (or purposes, if different kind of documents)?

What is the image this company wants to project? (traditional, high-tech, responsible, serving elite clientele, trendy, family-friendly, innovative, etc.) [600 +/- 50 word count]

Two layers of audience. What are you writing to? The junior tech writing purpose, how we do things here (at this company) – to write to other members or audience internal/external for the company.

* *Now moves on to a discussion of the progressive level of disclosure. This is a primary concept, in T.W.*
* *Finishing off the day with passing back the DRAFTs and some notes about conclusions – seems to be where the class is suffering. (highest grade was a 3.2)*