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| Week | Dates | Activities and Work | Markel & Selber Readings |
| **1** | May 23–27 | Module 1: Course Intro  May 25: Last Day to Add | Ch 1, “Introduction to Technical Communication”  Ch 2, “Understanding Ethical & Legal Considerations”  Ch 3, “Writing Technical Documents” |
| **2** | May 30–June 3 | Module 2:  Technical Description  May 30: Memorial Day (No classes or email contact) | Ch 5, “Analyzing Your Audience & Purpose”  Ch 11, “Designing Print & Online Documents”  Ch 7, “Organizing Your Information”  Ch 20, “Writing Definitions, Descriptions, & Instructions,” pp. 561–569 |
| **3** | June 6–10 | Instructions  June 6: Last Day to Drop | Ch 20, “Writing Definitions, Descriptions, & Instructions,” pp.569–587 |
| **4** | June 13–17 | Pitch Presentation & Recommendation Report Research  June 14: Last Day to Resign without Penalty | Ch 8, “Communicating Persuasively”  Ch 21, “Making Oral Presentations”  Ch 6, “Researching Your Subject” |
| **5** | June 20–24 | Recommendation Report  June 20: Juneteenth (No classes or email contact) | Ch 18, “Writing Recommendation Reports” |
| **6** | June 27–July 1 | Final, Revisions, etc.  July 1: Last Day to Withdraw |  |

Progress report, Ch 17, “Writing Informational Reports,” pp. 468–478

Ch 14, “Corresponding in Print and Online,” pp. 368–388

Ch 12, “Creating Graphics”

Ch 9, “Emphasizing Important Information”