

**TECHNICAL WRITING**  
**(with bilingual section)**  
**RWS 3359 CRN 14458 Fall 2022**  
**UGLC 234 MW 1:30-2:50 p.m.**

**TENTATIVE CLASS CALENDAR and DEADLINES**

<i>Date</i>	<i>Lesson/Activity/Writing Assignments</i>	<i>Assigned Reading</i>
<b><u>August</u></b>		
M 22	Course Introduction Introduction to the Lab Getting to Know Each Other	
W 24	Getting to Know Each Other Getting to Know Our Librarian What Is Technical Communication? What Are the Differences between Academic and Technical Writing? What Is “Good” Writing?	<b>Chapter 1</b>
M 29	The Writing Process Ethical Communication – Ch. 2, p. 31. Ex. 1	<b>Chapters 2 &amp; 4</b>
W 31	Writing Diagnostic ( <b>In-Class Writing</b> )	
<b><u>September</u></b>		
M 5	<b>Labor Day – No Class</b>	
W 7	Workplace Correspondence - Ch. 9, p.258, Ex. 5	<b>Chapter 9</b>
M 12	Concept Timeline Definitions	<b>Ch. 14, pp. 383-397</b>
W 14	Wordiness	<b>Chapter 6</b>
M 19	Teamwork and Collaborative Writing Team Assignments Team Name, Logo, Motto, and Goals Lost at Sea Exercise <b>DUE: Concept Timeline and Definition</b>	<b>Chapter. 3</b>
W 21	Design and Graphics – Ch. 7, p. 192, Ex. 4	<b>Chapters 7 &amp; 8</b>
M 26	Writing Proposals	<b>Chapter 11</b>
W 28	<b>TEAM PRESENTATIONS</b> <b>DUE: Team Name, Logo, Motto, and Goals</b> Teams Sign-Up for Team Conferences (Hudspeth 314)	<b>Chapter 15</b>

## October

- M 3 Team Day
- W 5 **Team Conferences (Hudspeth 314)**  
**DUE: Team Proposals**
- M 10 Writing Instructions **Chapter 14, pp. 398-422**  
Creating a Manual  
**IMPROMPTU INSTRUCTIONS PRESENTATIONS**
- W 12 Guidelines for Final Project  
-Manual, Suggested Reading List, and Team Presentation
- M 17 Workshop: APA Documentation Style **Appendix A**  
-University Writing Center
- W 19 Evaluating Sources **Chapter 5**  
-Presented by Librarian, Joy Urbina  
**DUE: Evaluating Sources Assignment (at the end of class)**
- M 24 The Job Search **Chapter 10**  
Writing Résumés
- W 26 Team Day
- F 28 Course Withdrawal Deadline**
- M 31 Peer Critique Workshop  
**DUE: Draft of Résumé and Job Ad**

## November

- W 2 Progress Reports (**In-Class Writing**) **Chapter 12**  
**DUE: Final Draft of Résumé and Job Ad**  
Teams Sign-Up for Team Conferences
- M 7 **Team Conferences (Hudspeth 314)**
- W 9 Library Session  
-Locating Sources for Manual
- M 14 Workshopping the Manual
- W 16 **TEAM DEMONSTRATIONS**  
-Teaching one subset of the team manual
- M 21 Team Day
- W 23 Team Day

**November (Continued)**

M 28      **Final Team Presentations**  
**DUE: Manual**

W 30      **Final Team Presentations**  
**DUE: Manual**

**December**

W 7      **Team Evaluations and Course Evaluations - 4-6:45 p.m.**  
          - **In-Class Writing**

***Good Luck with Your Final Exams and Enjoy the Holidays!***