UNIT TWO

SECOND HALF

The Progress Report

and

The Research Process

In your next progress report, Assignment Two, you will need to quote both primary and secondary sources and include an MLA-style works cited page. To prepare for Assignment Two, we will read the chapter in our textbook on the research process and review the concepts of MLA-style formatting. In addition to the chapter quiz, you will complete a quiz on MLA style and a practice MLA-style bibliography (works cited page).

For the final progress report, your topic will relate to your academic progress and plans. You’ll want to plan ahead for this report. Consider making an appointment now to meet with an advisor or call and talk to an advisor to get the info you need for your report—see the Assignment Two instruction sheet.

You’ll find our detailed class schedule below for the second half of Unit Two. Please note:

* All assignments are due by 11:59 p.m. on the date noted in the schedule.
* Submit all assignments in the Unit Two Assignment Submissions folder under the Lessons tab unless otherwise notified.
* All assignments must be submitted in Word (.doc or .docx) or RTF format.

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| **Friday, May 6** | **Read** Chapter 3 “The Research Process in Technical Communication.”  Read the chapter and complete the quiz questions online  After reading this chapter, you will be able to:   * Apply critical thinking to your research * Differentiate between primary and secondary research * Locate the Web-based and hard-copy secondary sources you need for our purposes * Consult primary sources via a variety of methods   Complete the multiple choice **quiz** for chapter 3 that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>. Copy and paste your results via Assignment Submissions, Unit Two.  **Homework assignment: MLA Quiz.** Our textbook has an excellent appendix on documenting sources. Read pp. 422-430 and pp. 455-457. Then read the handout in Unit Two titled “MLA Citation Guide.” This handout does an amazing job of condensing MLA documentation into two pages for quick reference. Take the **quiz** based on the handout; you’ll find the quiz in the Unit Two folder.  Submit your MLA quiz through the Unit Two Assignment Submissions. |
| **Sunday, May 8** | **Homework: Practice Works Cited page.** Review the MLA rules for formatting entries on a works cited page. You can refer to the “MLA Citation Guide” from the last assignment, and you can see a sample Works Cited page in Unit Two. **Make a works cited page** with the following entries:   * your favorite movie * two of your textbooks from other courses * your favorite novel * an article about technical writing from the ProQuest database on the EVCC library website * an article of interest to you (any topic) from the Opposing Viewpoints database (also on the EVCC library website).   Pretend you’ve written a paper in which you mentioned/quoted all of these sources, and create a works cited page.  Submit your file through the Unit Two Assignment Submissions. |
| **Monday, May 9** | **Class Meets!**  Review of MLA concepts, Q&A on second progress report, preview of Unit Three. |
| **Thursday, May 12** | Your **rough draft** of **Assignment Two**: **Academic Progress Report is** **due to your group** for peer critique.  To get to your Group, go to Message Boards under the Lessons tab. Post your draft to your group. Then **determine** which one of your classmates’ drafts you will critique. Use the Discussion Forum in your group to **tell** your group members which paper you will critique.  Remember to communicate and take care of one another in your group and to **submit your rough drafts and peer critiques on time!** Most of you have been doing a great job—keep it up! |
| **Saturday, May 14** | **Complete a peer critique for one classmate in your group.** Use the Assignment Two peer critique form provided in the Unit Two (second half) folder.Post your completed peer critique to your assigned group. In addition to the peer critique, you should feel free to make comments directly on your classmate’s rough draft and post that file back to the group site. |
| **Monday, May 16** | **Class Meets! We’ll do another peer critique of Assignment Two in class, so bring a copy of your latest draft.**  In class: review of Unit Three and tips for working with images. |
| **Tuesday, May 17** | **Final draft** **of Assignment Two: Academic Progress Report** due. Submit to me via Assignment Submissions in Unit Two. |