UNIT TWO

SECOND HALF

The Progress Report

and

The Research Process

In your next progress report, Assignment Two, you will need to include an MLA-style bibliography in which you list the resources you have gathered to-date while conducting research for your upcoming formal report/research paper. 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.

You’ll find our detailed class schedule below for 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 folder under Course Material unless otherwise notified. Scroll to the bottom of the page in Unit Two and click on the folder that says “Assignment Submissions.”
* All assignments must be submitted in Word (.doc or .docx) or RTF format.

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| **Sunday, May 8** | **Read** the **Assignment Two instruction sheet**, and make sure you are doing enough research so that you’ll be able to comply with the requirements of the assignment.  **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. |
| **Monday, May 9** | **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 “Second Half of Unit Two” folder.  Submit your quiz through the Unit Two Assignment Submissions. |
| **Tuesday, May 10** | **Class Meets!** Review of MLA formatting and of Assignment Two Progress Report.  **Homework due by 11:59 p.m.: 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 EdCC library website * an article of interest to you (any topic) from the Opposing Viewpoints database (also on the EdCC library website).   Pretend you’ve written a paper in which you mentioned all of these sources, and create a works cited page.  Submit your file through the Unit Two Assignment Submissions. |
| **Thurs., May 12** | **Conferences: we won’t have a regular class this day, but I will be in the classroom**. Come and talk to me if you have questions about your Progress Report or about your formal report. |
| **Friday, May 13** | Your **rough draft** of **Assignment Two**: Progress Report (on your research topic) is **due to your partner in the discussion board** for peer critique.  **LATE POLICY: In order to receive any credit for your rough draft, it must be submitted by the assignment deadline. In order to receive credit for your peer critique, it must be submitted by the deadline—no credit for late submissions.**  **Even if your rough draft or critique is late, you must still provide both to your partner so that he/she is not penalized**.  If I see that you are not paying enough attention to the critique process (i.e., not communicating with your partner), then **you run the risk of losing all points for your draft and critique.** |
| **Sunday, May 15** | **Complete a peer critique for your partner.** Use the Assignment Two peer critique form provided in the “Second Half Unit Two” folder.Post your completed peer critique to your thread in the Discussion Board. 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 your discussion thread. |
| **Monday, May 16** | **Read** chapter 16 “Formal Reports” and complete the quiz questions online.  After reading this chapter, you will be able to:   * Differentiate between informal and formal reports * Determine the audience and purpose of a formal report * Identify the characteristics of the three analytical approaches: comparative, causal, and feasibility * Write a formal report that incorporates all the vital elements * Include all the essential parts in a formal report (front matter, text elements, end matter)   Complete the multiple choice **quiz** for chapter 16 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 Three. |
| **Tues, May 17** | **Class Meets!** Discussion of outline/task analysis that is due on Thursday. Discussion of “Formal Report Lecture.”  **Due at 11:59 p.m.: Final draft** of Assignment Two Progress Report due. Submit to me via Assignment Submissions in Unit Two. |

**Note: your formal report is due at the end of unit three, our next unit.**

Tentative due dates:

Outline/Task Analysis: Thursday, May 19

Rough draft: Tuesday, May 24

Final: Friday, May 27

In the “Preview of the Formal Report” folder under Course Material, there is a “Lecture on the Formal Report.” This lecture will be required reading in unit three, but I encourage you to take a look at it now if you want to get a head start.

After the formal report, we have another unit, unit four: technical descriptions, before the end of the quarter.