UNIT TWO (The first half)

The Progress Report

and

The Research Process

This is the second of two units in which we focus on short informal reports typical to the workplace.

In unit two we will start with further study of document design: the use of audience-centered visuals and the design of user-friendly documents. Then we will work on progress reports in which you can apply the technical writing concepts you have learned in units one and two. You will write a short, practice progress report on any topic.

We’ll read the chapter in our textbook on the research process and review the concepts of MLA-style formatting, so you can properly cite sources in your final report in this unit.

For the main assignment, you will write another progress report; this time your topic will relate to the research progress you have made on your formal report topic.

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.

|  |  |
| --- | --- |
| **Sat, April 30** | **Read** chapter 7 “Using Audience-Centered Visuals.”  After reading this chapter, you will be able to:   * Appreciate the role of visuals in technical communications * Decide when to use visuals on their own or with text * Distinguish between different types of visuals * Choose visuals appropriately for your audience and purpose * Place, cross-reference, and present visuals appropriately for your readers * Use color effectively in your visuals * Appreciate the importance of using visuals in an ethical manner   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>  When you get to the site, click on Student Resources, and then Chapter Seven. In the blue column on the left-hand side, click on Multiple Choice Quiz. Once you take the quiz, copy the results box. On Blackboard, go to the Unit Two Assignment Submissions folder under Course Material, Unit Two. For Quiz Seven, Multiple Choice, you can simply paste the results into the comments box and submit. 25 pts.  **(see next page)**  **Homework assignment**: **Create** a graph or table—pick a style that you haven’t previously used. Your topic can be anything you want.   1. Write a brief introduction to the graphic (3 or 4 sentences) and a brief comment or analysis after the graphic (2 or 3 sentences). 2. Don’t forget to label, number, and title your graphic and to mention it by label/number in your introduction.   (Note that this is the formatting you should use any time you include a graphic in a report.)  Submit your file through Unit Two Assignment Submissions. 50 pts. |
| **Monday, May 2** | **Read** Chapter 8 “Designing User-Friendly Documents.”  After reading this chapter, you will be able to:   * Value the importance of document design * Identify and create well-designed documents * Use design elements for consistency and coherence * Use design elements for navigation and emphasis   Complete the **quiz** that you will find on the companion website for our book: <http://www.pearsonhighered.com/gurak>  (see instructions above) 25 points.  **Homework assignment**: Go back to Exercise A, the first feasibility report you wrote this quarter, and **redesign the document** using the design tools discussed in chapter 8. Change five of the following design elements: grid structure, margins, white space, font size, font style, italics/bold/all caps, heading size, heading info, heading format, numbered or bulleted lists, running header. Try to come up with an improved version, e.g., one you like better than your original.  Submit your revision through the Unit Two Assignment Submissions. 50 pts. |
| **Tuesday, May 3** | **Class Meets. Reading assignments before class: Read** the section in Ch. 15: “Informal Reports” that deals with progress reports, pp. 291-294. In Unit Two on Blackboard, **read** the assignment sheet for Exercise C: Practice Progress Report.  In class: review of progress reports and punctuation review assignments |
| **Thursday, May 5** | **Class Meets. Bring your** **rough draft** **of** **Exercise C Progress Report for a peer critique in class**.  Discuss next progress report assignment. |
| **Friday, May 6** | Punctuation Review **homework assignment is due by midnight Friday.** This assignment is a quick “brush-up” on punctuation basics, including some marks of punctuation and formatting common to technical writing.  **Read** the Punctuation Review assignment in Unit Two. Follow the instructions and submit your file to Assignment Submissions, Unit Two. 50 pts. |
| **Saturday, May 7** | **Final draft** of Exercise C Practice Progress Report due. Submit to me via Assignment Submissions in Unit Two. |

The next chapter we will read is Chapter 3