

TO: ENGL 402 STUDENTS
FROM: SUZANNE WEBB
RE: WEEK 2 AGENDA
DATE: Sunday, January 13, 2013

This is your week 2 agenda. Week 2 begins tomorrow. This agenda tells you the nuts & bolts of what to do this week. It's really not a lot. Other weeks will have more instruction. Right now, it's imperative you spend most of your time with your PORTFOLIO 1 MATERIALS

WEEK 2 :: AT A GLANCE

1. DO: [PROFESSIONAL EMAIL ASSIGNMENT](#) ←linked here
2. READ: **Chapters 3 and 4**
3. CONTINUE THE [PORTFOLIO 1 ASSIGNMENT](#) (←linked here). Get working on the [Job Ad Analysis](#) (←linked here). If you haven't found a job ad, it's time to find one! Start with the analysis as it will help you with the rest of the materials.

PROFESSIONAL EMAIL ASSIGNMENT

The link above takes you to this assignment. It will allow me to gauge where you are in professional communication and the experiences you've had working in teams/groups, as well as count toward your participation grade for the semester. Small stakes assignments like this will occur throughout the semester and count toward that 30% of your semester grade as will cooperation during the team-based Portfolio 2 and your peer reviews of portfolio 1.

This assignment is due in 1 week. By 11:59 PM ON SUNDAY JANUARY 20, send the email to me at suzanne.webb@wsu.edu. Follow the instructions on the assignment sheet linked above.

That's it from here this week. Do you have a job ad yet? Don't put that off. Finding ads that suit your needs and your experiences aren't that easy to find. Start your job ad analysis. Read your chaps. Email me.

Next week, I'll have the team discussion boards posted into ANGEL and you will begin introducing yourselves to your teammates and discussing how the peer review will work best.

In the meantime, email me if you have ANY questions. --Sue