

TO: ENGL 402 STUDENTS

FROM: SUZANNE WEBB

RE: WEEK 4 AGENDA

DATE: Sunday, JANUARY 27, 2013
(Revised for a few typos on January 31)

This is your week 4 agenda. Week 4 begins tomorrow. This agenda tells you the nuts & bolts of what to do this week.

WEEK 4 :: AT A GLANCE

1. PORTFOLIO 1 WORK CONTINUES
Team discussions continue in ANGEL*** (ANGEL > ENGL 402 > 402Materials > TEAMS 1-5) (details below) (***)Your team may be working in another “space”—whatever works for You)
2. READINGS: Chapters 7, 8, 13, 14
3. TEXTBOOK ASSIGNMENT: WRITING SCENARIOS
 - o CHAPTER 5
WRITING SCENARIO #1
PICK 10 TERMS TO DEFINE.
POST IN ANGEL DROPBOX (due in 1 week)
Make sure to cite your sources!

4	JAN 28	7 & 8	<p>Read:</p> <p>chapters 7 and 8 of your textbook (pp. 168-237)</p> <p>chapters 13 and 14 of your text.</p> <p><i>DO THE QUIZZES!</i> <---they help YOU retain the info!</p> <p>DO: WRITING SCENARIOS</p> <p>chp 5 - #1</p> <p>(select 10 of the terms. Remember to put your search terms in quotation marks in order to find the exact phrase in search engines), POST YOUR RESPONSES TO THE WEEK 4 ANGEL DISC. BOARDS (posting instructions will be in ANGEL) ***NOTE: <i>CITE YOUR SOURCES!</i> (always. for</p>
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1. Portfolio 1 work continues.

Peer review begins in 1 week. Let me know if you have any concerns or issues. Work with your team to coordinate the best possible review scenario for everyone in your team. If you haven't decided how to communicate (it may well be "somewhere" other than ANGEL), *you MUST get this taken care of right away.*

Establishing OPEN and ACCESSIBLE lines of communication is KEY to a successful peer review and a better grade on PORT 1.

I have one team who decided that a Facebook Group was the best for them. It's what works. Your team MUST figure out what works as well---

I fear some people are not keeping up with the course! Now is the time! Your materials for Port 1 WILL BE WORKSHOPPED IN 1 WEEK. That means, you need a completed

- JOB AD ANALYSIS
- RESUME
- COVER LETTER

And you need the means to share these 3 documents with the rest of your team.

You need time to read and comment on your teammate's work. You need a time set aside for you to revise your own documents. You need a schedule for when/how you will return your comments.

ANGEL > ENG 402 > 402Materials > TEAMWORK > 1-5

2. LOTS TO READ

READINGS: Chapters 7, 8, 13, 14

3. TEXTOOK ASSIGNMENT

Do the WRITING SCENARIO #1 in chapter 5.

Select 10 of the terms. Remember to put your search terms in quotation marks in order to find the exact phrase in search engines)

POST YOUR RESPONSES TO THE WEEK 4 ANGEL DISC. BOARDS

ANGEL > ENG 402 > 402Materials > WEEK 4 REQUIRED

QUICK LOOK AHEAD

In week 5, you will peer review Portfolio 1.

Is your Resume ready? How's the letter? *Have you read it out loud?* That actually helps you "hear" any wordy sentences and punctuation issues!

Write to me any time you have *any* questions.

Sue

SUE'S HELPFUL HINTS

...for a successful semester

FILE NAMING INSTRUCTIONS

Name all of your files this semester like so:

LastnameFirstname_AssignmentName_402.doc

I accept .doc, .docx, .rft, and .pdf only. Naming your files in this manner helps to assure they will be stored in the correct course and credit will be given to the correct student. Imagine 75 files all called assignment1.doc. That just doesn't work for me. Follow the conventions.)

EMAIL ME: If you have *any* questions or find any broken links or have any concerns. It's what I'm here for!

Asking questions leads to better grades.

If you use it: cite it!

OWL @ PURDUE / MLA CITATION
<http://owl.english.purdue.edu/owl/resource/747/01/>

Owl @ Purdue on being CONCISE

<http://owl.english.purdue.edu/owl/resource/572/01/>

Owl @ Purdue on comma usage

<http://owl.english.purdue.edu/owl/resource/692/01/>