

ENG 3300 Assignment Schedule
Unit II: Writing a Collaborative Recommendation Report

Texts: *Practical Strategies for Technical Communication* (PSTC)
Team Writing (TW)
 Canvas readings (C)

Unit II Major Assignment: Collaborative Recommendation Report due March 4

- The reading listed under each date should be prepared **BEFORE** you come to class on that date.
- All assignments should be uploaded to Canvas **BEFORE** class begins unless otherwise indicated.
- Some assignments will be submitted on behalf of the team (T), and some assignments will be submitted individually (I). Be sure to confirm which assignments fall under which category.
- **Be sure to check Canvas & your Baylor email as assignments are subject to change.**

Monday, 2/8: Introduction to Collaboration

Wednesday, 2/10: Recommendation Reports

Read: PSTC Chapter 13 (pp. 314-357)

TW Chapters 1 & 2 (pp. 3-26)

Be prepared for the possibility of a quiz (on Chapter 13 and Chapter 2).

Friday, 2/12: Team Charter and Communication Styles

Read: TW Chapters 3, 4, & 7 (pp. 27-48, 80-103)

Submit: Progress Report #1 (team charter) and Task Assignment Worksheet by 11:59 PM (T)

Progress Reports (save for the Individual Progress Reports) will be submitted by your team's Progress Reporter for your entire team.

Monday, 2/15: Proposals

Read: PSTC Chapter 11 (pp. 274-297)

Submit: Progress Report #2 (project proposal) by 11:59 PM (T)

Wednesday, 2/17: Research and Data (Eileen Bentsen, guest lecturer)

Read: PSTC Chapter 5 (pp. 79-104)

Submit: Individual Progress Report by 11:59 PM (I)

Friday, 2/19: Conferences/ Library Work Day

Bring to conference: A general outline of the team's final report (identify individual options) (T)

Submit: Progress Report #3 by 11:59 PM (T)

Monday, 2/22: Conflict and Options

Read: TW Chapter 5 & 8 (pp. 51-58, 104-123)

Submit: Progress Report #4 by 11:59 PM (T)

Wednesday, 2/24: Documentation

Read: PSTC pp. 434-444

Submit: Individual Progress Report by 11:59 PM (I)

Friday, 2/26: Selecting a Recommendation

Read: TW Chapter 6 (pp. 59-79)

Submit: Individual options due by class time (to Canvas and to teammates) (I)

Submit: Progress Report #5 by 11:59 PM (T)

Monday, 2/29: Cohesion, Tone, and Ethical Language

Read: Handout on Canvas (*Technical Communication* Chapter 9) (C)

Submit: Progress Report #6 by 11:59 PM (T)

Wednesday, 3/2: Finalizing the Document (Work Day)

Submit: Rough draft of entire report by 11:59 PM (T)

Individual Progress Report by 11:59 PM (I)

Friday, 3/4: Recommendation Reports Due (midway through class)

*Turn in Recommendation Report on Canvas – *one member of your group uploads*

*Also, turn in hard copy in class in a folder (with appendices) – *one per group*
