

## ENG 3300.E2 Assignment Schedule Unit IV: Technical Presentations

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

Unit IV Major Assignment: Technical Presentation due April 27/29/May 9.

- The work 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.
- **Be sure to check Canvas & your Baylor email as assignments are subject to change.**

### Friday, 4/8: Technical Descriptions and Topic Selection

**Read:** Review PSTC Chapter 14

Handout posted on Canvas

**Upload:** A one-page memo that provides a technical description of something in the room you are in. The memo should be at least a half-page long; if your memo is shorter, choose another subject. *Be prepared for the possibility of a quiz.*

### Monday, 4/11: Topic Workshops

**Upload/Bring:** Draft of presentation topic proposal and rhetorical analysis (see assignment sheet)

### Wednesday, 4/13: Effective Presentations

**Read:** PSTC Chapter 15

**Upload:** Revised presentation topic proposal and rhetorical analysis

### Friday, 4/15: Using Visuals

**Read:** PSTC Chapter 8

**Upload:** Visual aid memo (see assignment sheet)

### Monday, 4/18: Handouts

**Review:** PSTC Chapter 7

**Bring:** A copy of a handout from a presentation or a class

### Wednesday, 4/20: Sources/Work Day

**Upload/Bring:** Citation information for three reputable sources you plan to use for your presentation

### Friday, 4/22: Resumes, CVs, & Cover Letters

**Read:** PSTC Chapter 10

**Bring:** A CV or resume from someone in your field (whether future profession or current major)  
Your resume/CV (if you have one) in whatever state it is in

### Monday, 4/25: Presentation Peer Review (Rewrites due for Unit I, II, or III)

**Bring:** Storyboard or actual visuals, handout, and draft of presentation

### Wednesday, 4/27: Presentations

*On your presentation day, you will turn in the text of your presentation, a copy of the visuals, a handout, and a works cited page. Also, bring enough handouts for the entire class and me (18). Make sure if you need any technology that you are able to set it up quickly. Be prepared for a post-presentation Q&A.*

### Friday, 4/29: Presentations

### Monday, 5/9, 9:00 – 11:00 A.M.: Presentations (Final Reflection due)

*During the final time, you will turn in a final reflection, typed and in memo style. More details will be provided.*