

ENG 3300 Assignments
Unit I: Writing for a Workplace

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

Unit I Major Assignment: Professional Development Project (PDP), due February 10.

- 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.**

Monday, 1/11: Introduction to ENG 3300

Wednesday, 1/13: Rhetorical Situation and Audience

Read: PSTC Chapter 1, 4
Submit: Reading Response Memo
Bring: Syllabus contract

Friday, 1/15: Professional Correspondence

Read: PSTC Chapter 9
Submit: Reading Response Memo
Be prepared for the possibility of a quiz.

Monday, 1/18: NO CLASS (MLK, Jr. Day)

Wednesday, 1/20: Workshopping Inquiry Letters & Conducting Interviews

Read: PSTC pp. 96-99
Submit: Occupation Memo – Stage 1 of PDP
Inquiry Letter – Stage 2 of PDP (**bring a hard copy to class** for workshopping)

Friday, 1/22: Writing Reports

Read: PSTC Chapter 12
Submit/Bring: Questions for classmate interview
Be prepared for the possibility of a quiz.

Monday, 1/25: Genre Analysis

Read: Bawarshi handout (C)
Submit/Bring: Classmate introduction memo (you will present these in class)

Wednesday, 1/27: Genre Analysis (continued)

Bring: Two syllabi from other classes

Friday, 1/29: Ethics

Read: PSTC Chapter 2
Submit: Reading Response Memo
Be prepared for the possibility of a quiz.

Monday, 2/1: Ethics (continued)

Submit: Genre Analysis Memo – Stage 3 of PDP

Wednesday, 2/3: Organization and Style

Read: PSTC Chapter 6

Style handout (C)

Be prepared for the possibility of a quiz.

Friday, 2/5: Peer Review

Submit/Bring: Informational Investigative Report complete rough draft (at least 3 pages) – Stage 4 of PDP (**bring hard copy to class** for peer review)

Monday, 2/8: Professional Development Project Due

*Turn in Informational Investigative Report on Canvas.

*Bring appendices (interview notes, genre samples) in a folder to class.