



Final Course Grades: your final grade in the course will be based on your performance in the required work, weighted as shown below.

In-class quizzes on sentence structure/grammar issues	15%
<i>Note that in 2111F 002 and 2111G 001 requests for re-scheduling quizzes must be received at least 48 hours prior to the quiz date, and assignment deadlines in other courses are not grounds for accommodation</i>	
Diagnostic Paper: Audience Analysis; ungraded (up to 500 words)	--
Assignment 1: Negative Message with positive emphasis (up to 1000 words)	20%
Assignment 2: Persuasive Message with visual (up to 1200 words)	25%
Assignment 3 (Formal Report; research-based) (up to 1250 words, excluding front and back matter)	40%

Note: Assignments 1, 2 and 3 include a preliminary peer-reviewed draft stage. In each week a peer-review session is scheduled, **you must bring to class a copy (paper and electronic) of a draft of the assignment** that is sufficiently complete (in my judgment) to allow you to obtain meaningful comment from your peers. **I will ask you to show me your draft**

i. A Self-Reported Absence

- Week Seven** **Writing Persuasive Messages**
Feb. 24 **Locker/Findlay, Chapter 9**
Quiz 2
- Week Eight** **Writing Persuasive Messages**
March 2 **Locker/Findlay, Chapter 9**
Assignment #2 Draft hardcopy due; peer review
Introduction to Assignment #3: (Formal report exercise; approximately 1250 words [excluding front and back matter]/40%) due end of classes (draft due in-class Week 11)
- Week Nine** **Communicating Across Cultures Overview (Locker/Findlay, Chapter 5)**
March 09 **Writing Proposals and Reports: Introduction to Assignment #4**
Locker/Findlay, Chapters 10, 11 and 12
Quiz 3
Assignment 2 (Persuasive Message w/visual) Final draft (hardcopy and Turnitin) due.
- Week Ten** **Writing Proposals and Reports**
March 16 **Locker/Findlay, Chapters 10, 11 and 12**
- Week Eleven** **Employment Communications Overview (Locker/Findlay, Chapter 13)**
March 23 *Assignment 3 Draft due; peer review*
- Week Twelve** **Writing Proposals and Reports; Locker/Findlay, Chapters 10, 11 and 12**
March 30 *Assignment #3 Draft hardcopy due; peer review*
March 31 *Assignment 3 Final draft (hardcopy and Turnitin) due during office hours (4-6 pm on Tuesday (one day after the last class)*
If you cannot submit during office hours, you can deposit your final draft in the English and Writing Studies dropbox on the first floor of UC *before 1pm March 31st*. The office will only accept papers with the following information: the course code and section number, and your name and the instructor s name.