









## Lecture, Reading, and Assignment Schedule

**An Important Note:** I am the owner of the Intellectual Property in my lecture materials. Even when those lecture materials are posted to OWL, students are strictly prohibited from posting or sharing them to any other websites or platforms or from using the lecture materials for any other purpose outside of the work of this course without my consent.

**Note also:** Quiz dates are tentative and may change depending on how much material we have (or have not yet) covered since the previous quiz. Quizzes will never be moved up only back and advance notice will be given if/when such a scheduling change occurs.

Date	Meeting focus	Readings
Week 1: Sept 8-10	Introduction to the course/syllabus	
Week 2: Sept 13-17	Introduction to grammar basics: Word classes [Discussion]	<i>Canadian Writer's Handbook (CWH)</i> : Chapters 6 (all), 7a, 8a-d, 10-13 (all) <i>Healthcare Writing (HW)</i> : Chapter 1 (pg. 1-11), Chapter 6 (pg. 111-25)
Week 3: Sept 20-24	The writing process: Planning and drafting  Grammar basics: Word  Paragraphs, Thesis statements [Discussion]	<b>CWH</b> : Ch. 1a-g, 2 (all) <b>HW</b> : Ch. 7 (pg. 147-60, 164-70)
Week 4: Sept 27-Oct 1	<b>Assignment 1 Due (Friday before midnight)</b>  APA basics: A (very) brief overview  Grammar basics continued: Sentence elements and types Sentence Boundary Errors	<b>CWH</b> : Ch. 3 (all), 4a-d, 5a-c; Ch. 37b <b>HW</b> : Ch.6 (pg. 123-5, 136-9), Ch. 8 (pg. 186-92)
Week 5: Oct 4-8	<b>Quiz 1</b>  The writing process: Editing and revising; Writing in a professional health care setting  Effective Sentences: Agreement [Discussion]	<b>CWH</b> : Ch. 1h-i; Ch. 7c, 9 (all) <b>HW</b> : Ch. 1 and 2, Ch. 6 (pg. 133-6)
Week 6: Oct 12-15 <b>(Thanksgiving Holiday: Oct 11)</b>	Effective Sentences: Active vs. Passive Voice, Parallelism  Commas, Semicolons, Colons [Discussion]	<b>CWH</b> : Ch. 4e-i, 5h, 8h; Ch. 15-17, 25 (all) <b>HW</b> : Ch. 6 (pg. 125-31, 142-4)
Week 7: Oct 18-22	<b>Assignment 2 Due (Friday before midnight)</b>  Effective Sentences: Modifiers, Diction Dashes and apostrophes  Plan your research: Literature review	<b>CWH</b> : Ch. 5d-g; 18-24 (all), 32l-n; Ch. 7e, 14 (all), Ch. 33 (all) <b>HW</b> : Ch. 6 (pg. 131-3, 139)

