

ENGL 379: Introduction to Professional Writing—Tentative Course Schedule (subject to change by instructor)

September	W 9	introduction to the Professional Writing and Technical Communication program, the Nonfiction Writing specialization; hw: read “What is Professional and Technical Writing?”
	F 11	brief definitions of types of writing within the purview of the course (technical writing, science writing, medical writing, general non-fiction writing), and writing outside the purview of the course (business writing, journalism and memoir). hw: read “Genre and The Rhetorical Situation”
	M 14	prep: familiarize yourself with class website and bookmark it: http://www-unix.oit.umass.edu/~pwtc/tw/ class: professional correspondence (memos, email, formal letters); cover letters; how to read a job ad
	W 16	prep: look at resumes of last year's class at: http://www-unix.oit.umass.edu/~pwtc/software/ . Print out two resumes on which you might model your own. class: work on resumes
	F 18	prep: none class: resumes
	M 21	prep: draft of cover letter and resume due class: in-class workshop of cover letter and resume * Last day to add/drop with no permanent record
	W 23	prep: short assignment #1: COVER LETTER and RESUME due class: introduction to physical description
	F 25	prep: none class: introduction to functional description
	M 28	prep: read Williams, <i>Part One: Style as Choice</i> (pp. 3-30); review <i>Appendix</i> (on punctuation) and <i>Glossary</i> (pp. 236-268) class: review and discussion of reading; punctuation; passive and active voice; misplaced modifiers and dangling modifiers. Please bring the Williams text to class.
	W 30	prep: read <i>Williams, Part Two: Clarity</i> . Give special attention to the “Here’s the point” boxes.

		class: review of reading; introduction to scientific research and review articles; overview of scientific journalism. Please bring the Williams text to class.
October	F 2	prep: none class: abstracts; book reviews.
	M 5	prep: see class research resources website; glance through Chapter 4: "Conducting Research" in the online textbook. class: introduction to research strategies and materials
	W 7	prep: none class: research exercise; class meets in DuBois Library in main lobby on first floor
	F 9	class: research exercise; class meets in DuBois Library in main lobby on first floor
	M 12	Holiday—Columbus Day. Meet for class on Tuesday.
	Tu 13	class: research exercise; class meets in DuBois Library in main lobby on first floor
	W 14	class: research exercise; class meets in DuBois Library in main lobby on first floor
	F 16	class: research exercise; class meets in DuBois Library in main lobby on first floor
	M 19	prep: short assignment #2 -- LIBRARY RESEARCH ASSIGNMENT due class: 1) review and discussion of research answers; 2) introduction to FORMAL GRANT PROPOSAL and FEASIBILITY STUDY assignments, introductions to foundations, nonprofits, formal grant proposals and the grant-seeking process; 3)TBA
	W 21	prep: look at FORMAL GRANT PROPOSAL page on course website. Read pp. 1-108 in Brown and Brown's <i>Demystifying Grant Seeking</i> and skim the rest of the book to familiarize yourself with its range and subject coverage. Note especially the "complete sample proposal" that begins on p. 221. Come to class prepared to present three ideas for grant proposals. class: presentation and discussion of ideas for grant proposals. *Thur 22—last day to withdraw with 'w'
	F 23	prep: complete reading in <i>Demystifying Grant Seeking</i> class: continue working with reading

111-30)

- M 26 prep: be prepared to present three ideas for grant proposals
class: presentation and discussion of ideas for grant proposals
- W 28 prep: read Williams, *Part Three: Grace / Lesson Seven: Concision* (pp. 111-30)
class: practice with concision; feasibility studies and progress reports. Please bring the Williams text to class.
- F 30 prep: read Williams, *Part Three: Grace / Lesson Eight: Shape / Lesson Nine: Elegance* (pp. 131-182)
class: practice with shape and elegance. Please bring the Williams text to class.

November

- M 2 prep: none
class: group brainstorming of scientific, medical and/or technical controversies
- W 4 prep: none
class: group brainstorming of scientific, medical and/or technical controversies; controversy topics and teams are chosen.
- F 6 class: research day for controversy presentation teams
- M 9 prep: **short assignment #3: FEASIBILITY STUDY due**
- W 11 no class—Veteran’s Day
- F 13 prep: none.
class: research day for controversy presentation teams—meeting in library
- M 16 class: a crash course in public speaking; using Microsoft PowerPoint
- W 18 class: rehearsal day or research day (as necessary) for controversy presentation teams
 - sign up for feasibility conference
- F 20 class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #1
- M 23 class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #2
- W 25 class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR TECHNICAL CONTROVERSY #3

Thanksgiving Break (11/26-29/09)

M 30 class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR
TECHNICAL CONTROVERSY #4

December W 2 class: PRESENTATION ON A SCIENTIFIC, MEDICAL AND/OR
TECHNICAL CONTROVERSY # 5

F 4 prep: Look at online proposal guidelines and examples on the course
website.

class: TBA

M 7 prep: read Williams, *Part Four: Clarity of Form* (pp. 183-210)

class: workshop proposals. Please bring the Williams text to class.

W 9 prep: **First draft of FORMAL GRANT PROPOSAL due.**

class: workshop proposals

F 11 Final day of course

class: conclusions; evaluations

(reading period: Dec 12-13; exams: Dec 14-19)

M 14 I will examine and comment upon your FORMAL GRANT PROPOSAL
first drafts via email.

F 19 Final draft of Formal Grant Proposal due in my office before 4 PM. These
can be slid under the door.