CLASS SCHEDULE

Thursday, January 17

Course Introduction & Overview; Syllabus Review
Reading: Ch. 1 – Communication in the Workplace; Complete #2, 3 & 4 p. 20 - 21
Ch. 18 – Technology-Enabled Communication; Complete #8, p. 548; prepare a short report for oral presentation

Thursday, January 24

Reading: Ch. 16 – Techniques of Cross-Cultural Communication
Ch. 2 – Adaptation and Selection of Words; Complete Even #s (1-20), Complete Odd #s (21-53), Complete Even #s (54-65), Complete Odd #s (66-75), and Complete Even #s (76-85); pgs. 43-45
Ch. 17 – Correctness of Communication (Self-Study)
Appendix A & C (Self-Study)

Thursday, January 31

Reading: Ch. 3 – Construction of Clear Sentences & Paragraphs; Do #1, 3, 5 & 9, p. 65-66; Complete Odd #s (10-39) and Complete # 40, 41, & 44
Ch. 4 – Writing for Effect; Complete Even #s (1-48); p. 83-84
Ch. 5 – Introduction to Messages and the Writing Process; Complete #3 – Team Assignment; p. 108; Complete #4b, p. 109

Thursday, February 7

Newton Gresham Library Learning Resources
Reading: Ch. 6 – Directness on Good-News and Neutral Messages
Input a Routine Inquiry #5, p. 146
Input a Favorable Response #29, p. 153
Input a Grant Request Message #34, p. 155
Input a Routine Claim Message #51, p. 160
Input an Operations Message #54 or #55, p. 161
Report Topics Discussion

Thursday, February 14

In-Class Writing #1 – Memo Document
Reading: Ch. 7 – Indirectness in Bad-News Messages
Input a Refusal Message #1, p. 188
Appendix B
Thursday, February 21

Reading: Ch. 7 continued
   Input a Credit Refusal Message #21, p. 195
   Input a Negative Announcement #29 or #32, p. 197-198
   Input a Negative Announcement #33 or #35, p. 199

Thursday, February 28

**In-Class Writing #2 – Routine Claim Letter Document**
Reading: Ch. 8 – Indirectness in Persuasion and Sales Messages
   Input a Persuasive Request #1 or #9, p. 230 & 233
   Input a Sales Message #20 or #22, p. 236 & 237

Thursday, March 6

Reading: Ch. 9 – Strategies in the Job Search Process
   **Out-of Class Assignment:** Complete your Letter of Application and Resume Based on a Company Job Ad/Position Posting; then input a Thank-you Letter for an Interview (due 4/1/08)
   Ch. 10 – Basics of Report Writing
   Complete #1b, c, and h, p. 322
   Complete #3 – Men or Women, p. 322
   Complete #5, 7 & 9, p. 322

March 10 – 14 – SPRING BREAK

Thursday, March 20

**Mid-Term Examination – (Chs. 1 – 8 & 16)**
Reading: Ch. 11 – Report Structure: The Shorter Forms
   Input a Short Report – Terminate an Employee #4, p. 362
   Complete #15 – Team Assignment, p. 365-367
   Input a Proposal #20, p. 368

Thursday, March 27

**In-Class Writing #3 – Bad-News Letter Document**
Reading: Ch. 13 – Graphics
   Complete #3a, e, and f, p. 437 - 438 & #4a and #5, p. 438
   Ch. 19 – Business Research Methods
   Participate in Survey Discussion & Analysis
   Appendix D
Thursday, April 3

Reading: Ch. 12 – Long, Formal Reports  
Participate in Report Problem Discussion, p. 406  
Appendix E

Thursday, April 10

Bring All Articles for Research Report  
Work on Rough Draft of Research Report

Thursday, April 17

**In-Class Writing #4 – Persuasive Document**  
Reading: Ch. 14 – Informal Oral Communication  
Complete #1 – Participate in Discussion, p. 460  
Work on Research Report; Bring All Articles for Research Report

Thursday, April 24

Reading: Ch. 15 – Public Speaking and Oral Reporting  
**Written Report Due (with Articles in a Folder)**

Thursday, May 1

**Oral Presentations**

Thursday, May 8

**Oral Presentations**

Thursday, May 15

**FINAL EXAMINATION (Chs. 9 – 15, 19 & Appendix E)**  
Time: 8 to 10 p.m.