**English 214 Course Overview**

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| **1**  **Classes 1-24** | **2**  **Classes 25-32** | **3**  **Classes 33-40** | **4**  **Classes 39-45** |
| **MAJOR REPORT**  **30%** | **RECRUITMENT**  **15%** | **CORRESPONDENCE**  **10%** | **PRESENTATIONS**  **10%** |
| **TEACH**  **1. Research report process**  BB-1a  **2. Finding & focusing a topic**  BB-1a  **3. Audience analysis**  BB-1a; K1: 5-10, 12-13  **4. Researching**  BB-1b; K2: 32-33  **5. APA documentation &**  **references**  BB-1b; K9: 328-336  **6.** **APA** **Quotation**  BB-1b; K: 25, 329-330,  389  **7. Abstracts & summaries**  BB-1c; K9:324-325, 339  **8. Evaluating sources**  BB-1c  **9. Note taking & planning**  BB-1c; K2: 33-36  **10.** **Progress report (1)**  BB-1c  **11.** **The 214 report**  BB-1d; K9: 338-355  **12.** **Document design (1)**  K6: 197-207, 230-35  **13.** **Drafting, revising,**  **editing**  BB-1d; K2: 31-32, 37-47  **14.** **Submission & Turnitin**  BB1d  **15. Ethical writing**  K: 18-28: 81-82; 230-235  **ASSIGN TO STUDENTS**  **1.** **Document design (2)**  K6: 207-230, 243-244  **2. A writer’s guide**  K: 376-394  **EVALUATION**  **CQ1** (class 8), **CQ2** (class 16)  **Source evaluations (x4)**  **Progress report**  **1500-word major report** | **TEACH**  **1. Business letter format**  K4: 95-109  **2. Job search preparation**  K5: 152-160  **3. Résumés**  K5: 160-169, 171-174  **4. Letters of application**  K5: 179-186  **5. Interviews**  K5: 186-191  **6. Revision checklist**  K5: 192  **ASSIGN TO STUDENTS**  **1. Online résumés**  K5: 174-179  **2. Follow-up letters**  K5: 190-191  **3. Chapter exercises**  K5: 192-196  **EVALUATION**  **Résumé**  **Cover letter**  **Interview** | **TEACH**  **1. Inquiry letters**  K4: 110-111  **2. Special request letters**  K4: 112-113  **3. Customer relations letters**  K4: 114, 116-117  **(a) Complaint**  K4: 117-120, 121-124  **(b) Adjustment**  K4: 124-130  **4. Final advice & revision**  **checklist**  K4: 142, 143-144  **ASSIGN TO STUDENTS**  **1. Sales letters**  K4: 112-115  **2. Internat. Communication**  K4: 131, 134-142  **3. Chapter exercises**  K4: 144-151  **4. Routine correspondence**  K3: 69, 91  **5. Email**  K3: 78-84  **EVALUATION**  **10% letter** (class 40)  **CQ3** (class 41):  (recruitment & correspondence) | **TEACH**  **1. 214 presentation procedure**  BB4  **2. Formal presentations**  K10: 359-368  K10: 369-371  **3. Revision checklist**  K10: 374  **ASSIGN TO STUDENTS**  **1. Noncomputerized**  **visuals**  K10: 368-369  **EVALUATION**  **Presentations** classes 42-45 |
| **MIDTERM EXAM 15% (Source evaluation)** | | | |
| **FINAL EXAM 10% (A m-c exam testing the semester’s coursework)** | | | |