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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SPRING SEMESTER 214 Pacer (T122) Suggested schedule** | | | | | | | | | **BB** | **Kolin** | **Wk** |
| **1** | S | 26 | Jan | **START UNIT 1:** **MAJOR REPORT.** Course Intro; Report process. | | | | | **BB-1a** |  |  |
| **2** | M | 28 | Jan | Finding, narrowing & focusing a topic; Audience analysis. | | | | | **BB-1a** | K: 5-10, 12-13 | **1** |
| **3** | W | 30 | Jan | Research skills (Library & Internet). | | | | | **BB-1b** | K: 32-33 |  |
| **4** | S | 02 | Feb | Main APA references & in-text citations. | | | | | **BB-1b** | K: 328-336 |  |
| **5** | M | 04 | Feb | Evaluating sources; Abstracts & summaries. | | | | | **BB-1c** | K: 324-25 | **2** |
| **6** | W | 06 | Feb | Abstracts & summaries, contd. **Focused report topics due by today.** | | | | | **BB-1c** | K: 339 |  |
| **7** | S | 09 | Feb | Note taking & outlining. | | | | | **BB-1c** | K: 33-36 |  |
| **8** | M | 11 | Feb | Ethical writing; plagiarism; Turnitin. | | | **CQ 1 [2.5%]** | | K: 18-28, 47-49, 81-2, 230-35 | | **3** |
| **9** | W | 13 | Feb | Progress report information class. | | | | | **BB-1c** | K:280, 290-92 |  |
| **10** | S | 16 | Feb | APA quotation. | | | | | **BB-1c** | K:25, 329-30 |  |
| **11** | M | 18 | Feb | Model report: cover, TOC, intro. | | | | | **BB-1d** | K:338-355 | **4** |
| **12** | W | 20 | Feb | Model report: body sections. | | | | | **BB-1d** | K:338-355 |  |
| **13** | S | 23 | Feb | Model report: conclusion, references. **Progress report due by today** | | | | | **BB-1d** | K:338-355 |  |
| **14** | M | 25 | Feb | Drafting, revising & editing. | | | | | **BB-1d** | K:37-47 | **5** |
| **15** | W | 27 | Feb | Model report: formatting & design. **Final 3-level outline due.** | | | | | **BB-1d** | K:197-207, 230-35 |  |
| **16** | S | 02 | Mar | Draft prep. **All note taking completed today.** | | | **CQ 2 [2.5%]** | |  |  |  |
| **17** | M | 04 | Mar | Catch-up class | | | | |  |  | **6** |
| **18** | W | 06 | Mar | First draft Day 1 (Only the report *body* to be written in class) | | | | |  |  |  |
| **19** | S | 09 | Mar | First draft Day 2 | | | | | **BB-1d** |  |  |
| **20** | M | 11 | Mar | Optional feedback class (on returned drafts) | | | | |  |  | **7** |
| **21** | W | 13 | Mar | First draft Day 3 | | | | |  |  |  |
| **22** | S | 16 | Mar | First draft Day 4 | **ENGL 214 MIDTERM [15%] – Source Evaluation (6.15pm)** | | | | | |  |
| **23** | M | 18 | Mar | **No 214 classes** (or optional feedback class) | | | | | **BB-1d** |  | **8** |
| **24** | W | 20 | Mar | First draft Day 5 (not corrected) | | | | |  |  |  |
| **S - W (23 - 27 March) MIDTERM VACATION** | | | | | | | | | | |  |
| **25** | S | 30 | Mar | **START UNIT 2:** **RECRUITMENT.**  (Job search; cover letter; cv; interview) | | | | |  | K:152-160 |  |
| **26** | M | 01 | Apr |  | | | | |  | K: 95-109, 179-186 | **9** |
| **27** | W | 03 | Apr |  | | | | **Final report due [5%]** | | K:160-169, 171-74 |  |
| **28** | S | 06 | Apr |  | | | | |  | K:186-191, 192 |  |
| **29** | M | 08 | Apr |  | | | | |  |  | **10** |
| **30** | W | 10 | Apr |  | | | | |  |  |  |
| **31** | S | 13 | Apr |  | | | | |  |  |  |
| **32** | M | 15 | Apr |  | | | | |  |  | **11** |
| **33** | W | 17 | Apr | **START UNIT 3:** **CORRESPONDENCE.** | | | | |  |  |  |
| **34** | S | 20 | Apr | Inquiry | | | | |  | K:110-111 |  |
| **35** | M | 22 | Apr | Special request | | | | |  | K:112-113 | **12** |
| **36** | W | 24 | Apr | Complaint | | | | |  | K:114-124 |  |
| **37** | S | 27 | Apr | Adjustment (accept) | | | | |  | K:124-127 |  |
| **38** | M | 29 | Apr | Adjustment (reject) | | | | |  | K:126, 128-130 | **13** |
| **39** | W | 01 | May | **START UNIT 4:** **ORAL PRESENTATIONS.** | | | | | **BB-U4** | K:359-374 |  |
| **40** | S | 04 | May | Full class writing; a business letter. | | **Correspondence** **[10%]** | | |  |  |  |
| **41** | M | 06 | May | Full class writing; short answer quiz. | | | **CQ 3 [5%]** | |  |  | **14** |
| **42** | W | 08 | May | Presentations Day 1 | | | | |  |  |  |
| **43** | S | 11 | May | Presentations Day 2 | | | | |  |  |  |
| **44** | M | 13 | May | Presentations Day 3 | | | | |  |  | **15** |
| **45** | W | 15 | May | Presentations Day 4 | | | | | **Last day of classes** | |  |
|  | 18th – 28th May | | | Examinations period | **ENGLISH 214 FINAL EXAM [10%] –m-c exam on semester work** | | | | | |  |
|  | W | 29 | May | Last day to submit grades to Registrar. | | | | |  |