

CLASS SCHEDULE

Tuesday, January 22

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

Tuesday, January 29

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)

Tuesday, February 5

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

Tuesday, February 12

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

Tuesday, February 19

In-Class Writing #1 – Memo Document

Reading: Ch. 7 – Indirectness in Bad-News Messages

Input a Refusal Message #1, p. 188

Appendix B

Tuesday, February 26

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

Tuesday, March 4

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

March 10 – 14 – SPRING BREAK

Tuesday, March 18

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

Tuesday, March 25

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

Tuesday, April 1

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

Tuesday, April 8

Reading: Ch. 12 – Long, Formal Reports
Participate in Report Problem Discussion, p. 406
Appendix E
Bring All Articles for Research Report; Rough Draft of Research Report

Tuesday, April 15

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

Tuesday, April 22

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

Tuesday, April 29

Oral Presentations

Tuesday, May 6

Oral Presentations

Tuesday, May 13

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