

CLASS SCHEDULE

Thursday, January 17

Course Introduction & Overview; Syllabus Review

Tuesday, January 22

Reading: Ch. 1 – Communication in the Workplace
Complete #2, 3 & 4, p. 20 – 21

Thursday, January 24

Reading: Ch. 16 – Techniques of Cross-Cultural Communication

Tuesday, January 29

Reading: Ch. 18 – Technology-Enabled Communication
Complete #8, p. 548; Prepare a Short Report for Oral Presentation
Preferred Means of Communication – Student Survey

Thursday, January 31

Reading: Ch. 2 – Adaptation and Selection of Words
Complete Even #s (1-20); p. 43-45
Complete Odd #s (21-53)
Complete Even #s (54-65)
Complete Odd #s (66-75)
Complete Even #s (76-85)
Appendices 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

Thursday, February 7

Reading: Ch. 5 – Introduction to Messages and the Writing Process;
Complete #3 – Team Assignment; p. 108; Complete #4b, p. 109
Ch. 17 – Correctness of Communication (Self-Study)

Tuesday, February 12

In-Class Writing Assignment - #1 – Memo Document

Thursday, February 14

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

Tuesday, February 19

Newton Gresham Library Learning Resources

Thursday, February 21

Report Topics Discussion
Appendix B

Tuesday, February 26

In-Class Writing Assignment - #2 – Letter Document

Thursday, February 28

Reading: Ch. 7 – Indirectness in Bad-News Messages
Input a Refusal Message #1, p. 188
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

Report Topics
Outline and Bibliography Due

Thursday, March 6

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

In-Class Writing Assignment #3 – Bad-News Letter Document

Thursday, March 20

Mid-Term Examination (Chs. 1 – 8 & 16)

Tuesday, March 25

In-Class Writing Assignment #4 – Persuasive Document

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/Position Posting; then input a Thank-you Letter For an Interview (due 4/1/08)

Thursday, March 27

Reading: Ch. 9 continued

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, April 1

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

Ch. 19 – Business Research Methods; Participate in Survey Discussion & Analysis

Appendix D

Thursday, April 3

Reading: Ch. 13 – Graphics

Complete #3a, e, and f, p. 437- 438 & #4a and #5, p. 438

Tuesday, April 8

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

Thursday, April 10

Report Discussion & Formatting
Bring Your Articles for Research Report

Tuesday, April 15

Reading: Ch. 14 – Informal Oral Communication
Complete #1 – Participate in Discussion, p. 460

Thursday, April 17

Ch. 14 continued
Bring All Articles; Rough Draft of Research Report

Tuesday, April 22

Reading: Ch. 15 – Public Speaking and Oral Reporting

Thursday, April 24

Ch. 15 continued; Finalizing Research Report

Tuesday, April 29

WRITTEN RESEARCH REPORT Due (with Articles in a Folder)
Oral Presentations

Thursday, May 1

Oral Presentations

Tuesday, May 6

Oral Presentations

Thursday, May 8

Oral Presentations

Thursday, May 15

Final Examination (Chs. 9 – 15, 19 & Appendix E)

12:30 p.m., T&Th Class – 2 – 4 p.m.