Advanced Professional Writing
Professor Diane Abdo
Fall 2011 Tentative Syllabus
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Office: MH 4.03.06
Office Hours: T-Th 9:30-10:45 a.m., 3:15-4:00 p.m. and by appointment

**August 25**
Course Introduction
Discussion of practice letter
Writing Sample

**August 29 & September 1**
Editing—Handbook Review
Chapter I Process in Technical Communication
Prewriting for practice letter
Chapter 5 Letters and Memos
Practice letter due/Discussion of letter and memo assignments

**September 6 & 8**
Practice letter due
Chapter 17 (editing)
Letter draft due
Letter revision and editing
Chapter 4 page design

**September 13 & 15**
Quiz: Workplace writing (in-class memo)
Letter due
Writing for the client
Discussion of client writing project
Chapter 12 Collaboration in the Writing Process

**September 20 & 22**
Handbook: Brochures pp 54-57
Affectation: Handbook page 22 and practice/Afectation assignment

**September 27 & 29**
Collaborative critiques: Brochure text and design drafts
Discussion of grant proposals

**October 4 & 6**
Conferences (HSS 4.03.06)
Brochures due/Editing quiz

**October 11 & 13**
Grant proposal draft due
Chapter 10 Informal Proposals and Feasibility reports (Vision 2016)/Team formation
October 18 & 20
Editing
Grant proposal due
Discussion of feasibility study
Feasibility progress report #1 due

October 25 & 27
Chapter 15 Technical Research
Chapter 10 Proposal and Feasibility Studies
Discussion of feasibility study

November 1 & 3
Discussion of M-Global newsletter (Re: pp 65-74)
Formation of newsletter teams and meetings
Discussion of newsletter/Handbook pp 341-346
Feasibility progress report #2 due

November 8 & 10
Newsletter article drafts due (collaborative critique)
Newsletter design draft due (collaborative critique)

November 15 & 17
Feasibility progress report #3 due
Application cover letters
Chapter 16 The Job Search (guest speaker)

November 22 (Thanksgiving holiday: November 24)
Editing

November 29 & December 1
Editing quiz
Newsletters due/Newsletter presentations

December 6
Newsletter presentations (cont.)
Note: December 8 and 9 are student study days. Classes do not meet.
Final Exam: Thursday, December 15, 10:30 a.m. to 1:00 p.m. (Newsletter presentations)

This syllabus is provided for informational purposes regarding the anticipated course content and schedule of this course. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes I deem necessary and/or appropriate. I will make my best efforts to communicate any changes to the syllabus in a timely manner. Students are responsible for being aware of these changes.