

## Correspondence A Weekly Schedule

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
<b>M</b>	<b>Seminar</b> Orientation Hackneyed Phrases  <i>Informational Bio.</i> <i>Read Pages 343-353</i> <i>Letter Parts and Formats</i>	Consult/Production Hour  <b>Letter 1 Due</b> End of Hour  <i>Read Sects 15.1-15.5</i>	Consult/Production Hour <b>Letter 4 Due</b>  <i>Read Sects 15.1-15.5</i>	<b>Resume Approval by            Lucille or Ginny</b> Career Services Please have your resume ready at the beginning of class.	Production Hour   Final Project
<b>T</b>	<b>Seminar</b> Formatting Letters Bring <i>GRM</i>  <i>Read Section 9.1</i>	Consult/Production Hour <b>Letter 2 Due</b> End of Hour  <i>Read Sections            9.5 and 10.2</i>	<b>Seminar</b> Writing Résumés & Cover Letters  Employment Manual	<b>Employment            Documents/Résumé Due</b> Note: Your résumé must be approved to complete this class.  <i>Read Section 14.2</i>	Production Hour Final Project   <b>Team Letter Due</b>
<b>W</b>	<b>Seminar</b> <b>Planning Messages</b> Team Orientation  <b>Informational Bio Due</b> <i>Read Section 9.4</i>	<b>Seminar</b> Responding & Claims Choose 2 letters  Team Activity	Consult/Production Hour  Employment Manual Résumé and Cover Letter	<b>Seminar</b> Team Communication Final Projects  All Team Members Should Be Present	Production Hour Final Project   <b>Individual Letter            Due</b>
<b>T</b>	<b>Seminar</b> Informing & Requesting  Choose Two Letters Team Activity	Responding & Claims  Consult/Production Hour	Consult/Production Hour  <b>Rough Draft            Cover Letter Due</b> <b>End of Hour</b>	Production Hour   Final Project	<b>Finalizing Grades</b>   <b>Retake            Final</b>
<b>F</b>	On-Site Writing Consultation Letters 1 & 2  <b>GRM Page 53 Due</b>	Consult/Production Hour  <b>Letter 3 Due</b> <b>GRM Page 54 Due</b>	<b>Beginning of Hour</b> <b>Rough Draft Due</b> <b>of Résumé</b> Team Activity  <b>GRM Page 55 Due</b>	<b>Open Notebook Final            Resource Manual Due</b> Bring Notes and <i>Gregg            Reference Manual</i>  <b>GRM Page 56 Due</b>	<b>Finalizing Grades</b>   <b>No Class</b>

## Correspondence B Weekly Schedule

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
<b>M</b>	Memos Worksheet  <i>Read Pages 336-338 &amp; Pages 356-361</i>	<b>Memo/Presentation Due</b>  <i>Read Section 14.3 Paragraph Homework</i>	<b>Memo/Presentation Due Seminar</b> Public Relations News Release Final Project	<b>Memo/Presentation Due</b>	Production Hour  Public Relations Projects
<b>T</b>	<b>Seminar Memos</b>  <i>Memos 1 &amp; 2 Assigned</i>	<b>Seminar</b> Formal and Informal Presentations  <b>Present Paragraph Demo Homework</b>	Consult/Production Hour  Public Relations Letter News Release	Production Hour  Public Relations Projects	Production Hour  Public Relations Projects
<b>W</b>	<b>Team Orientation</b>  On-Site Writing Consultation Memos 1 & 2	<i>Read 11.1—divide with team members to present on Friday and Read 11.3 and fill out worksheet for Friday</i>	Consult/Production Hour  Public Relations Letter News Release	Production Hour  Public Relations Projects	<b>Final Projects Due</b>  <b>Presentation</b>  <b>Parts A and B Due</b>
<b>T</b>	Consult/Production <b>Memos 1 &amp; 2 Due</b> End of Hour  <i>Read Section 14.1 Description Homework</i>	Production Hour For Presentations 11.1 and 11.3  <b>Present Demo</b>	Consult/Production Hour  Public Relations Letter News Release	Production Hour  Public Relations Projects	Finalizing Grades  <b>Retake Final</b>
<b>F</b>	<b>Seminar</b> Oral Communication  <b>Present Description</b>	<b>Seminar Presentations 11.1 &amp; 11.3</b>  <i>Read 10.3 &amp; 11.5</i>	Production Hour  <b>Public Relations Letter News Release Due</b>	<b>Open Notebook Final Resource Manual Due</b> Bring Notes and <i>Gregg Reference Manual</i>	<b>Finalizing Grades</b>  <b>No Class</b>