

Tentative Course Calendar – Summer 1, 2022

WEEK 1: May 31 – June 5

- **Read**
 - Syllabus and Course Calendar
 - Chapter 1: Succeeding in the Social and Mobile Workplace
 - Chapter 2: Planning Business Messages
 - Chapter 3: Composing Business Messages
 - Chapter 4: Revising Business Messages
- **Study**
 - Ch. 1 PowerPoint
 - Ch. 2 PowerPoint
 - Ch. 3 PowerPoint
 - Ch. 4 PowerPoint
 - Grammar (this is the material for grammar quiz #1)
 - Nouns sections 1.02-1.06
 - Pronouns sections 1.07-1.09
 - Capitalization sections 3.01-3.16
 - Grammar (this is the material for grammar quiz #2)
 - Commas 1 sections 2.01-2.04
 - Commas 2 sections 2.05-2.09
 - Commas 3 sections 2.10-2.15
- **Complete**
 - Syllabus Contract (20 points)
 - Grammar Pretest (25 points)
 - Discussion Board #1 (10 points)
 - Grammar Quiz #1 (75 points)
 - Grammar Quiz #2 (75 points)
 - Ch. 2 Quiz (25 points)
 - Ch. 3 Quiz (25 points)
 - Ch. 4 Quiz (25 points)

WEEK 2: June 6 – June 12

- **Read**
 - Chapter 5: Short Workplace Messages and Digital Media
 - Chapter 6: Positive Messages
- **Study**
 - Ch. 5 PowerPoint
 - Ch. 6 PowerPoint
 - Grammar (this is the material for grammar quiz #3)
 - Semicolons/Colons sections 2.16-2.19
 - Apostrophes sections 2.20-2.22
 - Numbers sections 4.01-4.13
- **Complete**
 - Ch. 5 Quiz (25 points)
 - Ch. 6 Quiz (25 points)
 - Grammar Quiz #3 (75 points)
 - Discussion Board #2 (10 points)
 - Citation Assignment (20 points)
 - Ch. 6 Writing Assignment (100 points)

WEEK 3: June 13 – June 19

- **Read**
 - Chapter 7: Negative Messages
 - Chapter 8: Persuasive Messages
- **Study**
 - Ch. 7 PowerPoint
 - Ch. 8 PowerPoint
 - Grammar (this is the material for grammar quiz #4)
 - Verbs sections 1.10-1.15
 - Adjectives and adverbs sections 1.16-1.17
 - Prepositions and conjunctions sections 1.18-1.19
- **Complete**
 - Ch. 7 Quiz (25 points)
 - Grammar Quiz #4 (75 points)
 - Ch. 7 Writing Assignment (125 points)
 - Discussion Board #3 (10 points)
 - Discussion Board #4 (10 points)

WEEK 4: June 20 – June 26

(Important date! Last day to withdraw with a “W” is June 21)

- **Read**
 - Chapter 12: Business Presentations
- **Study**
 - Ch. 12 PowerPoint
- **Complete**
 - Ch. 12 Quiz (25 points)
 - Discussion Board #5 (10 points)
 - Informative Speech (100 points)
 - Speech PowerPoint (50 points)

WEEK 5: June 27 – July 2

- **Read**
 - Chapter 9: Informal Reports
- **Study**
 - Ch. 9 PowerPoint
- **Complete (Be sure to note the due dates!)**
 - Ch. 9 Quiz (25 points)
 - Ch. 9 Writing Assignment (150 points)
 - Discussion Board #6 (10 points)

****Any assignment and/or due date may be changed at the instructor’s discretion.****