



Unit 2 & 3 Agenda

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Oct. 12	8	Writing Skills	Business Writing & Prep	BCS 4 & 5	
Oct. 14			Writing Organization & Style Time to start the draft	BCS 6	
Oct. 19	9		Revising and Presenting Your Writing Giving Feedback	BCS 7	Polished Draft: Report memo, eLearning TurnItIn, 11:59 p.m.
Oct. 21			Email Writing	BCS 9.1	Peer Review: Report memo, eLearning TurnItIn, 11:59 p.m.
Oct. 26	10		Direct and Indirect Strategies & Bad News	BCS 17.1	Polished Draft: Email, eLearning TurnItIn, 11:59 p.m.
Oct. 28			Writing & Document Format	BCS 6	PeerMark: Email, eLearning TurnItIn, 11:59 p.m. Register for Test 2
Nov. 2	11		Overflow/Work/Review Day		
Nov. 4			Test 2	(6 units)	Test: 4, 5, 6, 7, 9.1, 17.1, 6
Nov. 9	12		Writing Portfolios		In-Class Workshop: Portfolio Check In
Nov. 11			CommWork Day: Portfolio Draft Day		Polished Draft: Portfolio, eLearning TurnItIn, upload by 11:59 p.m.
Nov. 16	13		CommWork Day: Portfolio Peer Review		PeerMark: Portfolio, eLearning TurnItIn, finish by 11:59 p.m.
Nov. 18			Conference & Submission Day		MAJOR DEADLINE: Final Portfolio Submission, eLearning TurnItIn
Nov. 30	14	Job Market Skills	Resume Writing Activities	BCS 9.5	
Dec. 2			Interviewing Skills Activities	BCS 16.5	
Dec. 7			Final Conferences. No live class.		Resume & Interview Conferences. Quinncia scores final at 5 p.m.

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