

Nov. 16 Rhetorical Strategies - Process and Process Analysis
Assign Essay 5 - Writing the process essay Write an essay that identifies, describes and explains a process of doing something concrete. Approach the essay as if you are teaching someone to do something, helping someone understand a procedure, or explaining how something works. Word count minimum 1000 words.

Week Thirteen:

Nov. 21: Process Essay Rough Draft Workshop
For the rough draft workshop, bring in a draft of your process paper. Also, bring a hi-liter and red marking pen. You will be teamed with other class members to review and make remarks on the papers of several students. Failure to bring in a rough draft and the hi-liter and marking pen will result in a lowering of your final grade on the essay by 1/3 of a letter grade.

Nov. 23: NO CLASS - THANKSGIVING HOLIDAY

Week Fourteen:

Nov. 28: Combined strategies for writing
Essay 5 DUE

Nov. 30: Business Writing and Communications

Week Fifteen:

Dec. 5: The Resume
I will hand out a study guide for the final exam. You will have to check your notes, the handouts given or refer to the assigned readings in the handbook for answers to these questions. Your final exam will come directly from these questions. I gave you the answers to these in class lectures.
If you did not take sufficient notes, then you will have to look these up on your own.

Research Paper DUE - This paper is due at the beginning of class on Dec. 5. This paper cannot be late for ANY reason. Late papers will receive a "0" for the paper which will seriously affect the final grade.

Dec, 7: Review