

→ You don't have to do ANYTHING with this Worksheet except print it out and bring it to class

WORKSHEET
Meeting ONE (6/23/09)
Professional Communication Su 09 / Harvard / Kalo

Our **Syllabus/Course Memo** outlines everything about the course so read/reread that document to see if you want to stay in the course.

Every meeting of our class will have a **worksheet** like this one that will be available at our course web site at least 24 hrs before class time. You'll need to use the worksheet in class, **so bring the appropriate worksheet to every class** OR bring your laptop, so you can view the worksheet on screen as we talk about it. Do not plan to follow along on your cell phone. The worksheet contains general comments, reading assignments, the details of each major writing assignment for the week, and deadlines for posting or handing in those assignments. It'll usually contain more material that I really expect us to get through at any one meeting, but let's see how our timing goes. You never have to do anything with the Meeting Worksheets before class—just bring each to each class.

Remember our assignments look like this:

Assignment #1	Reflection on Syllabus etc.
Assignment #2	Document Specification for How To
Assignment #3	How-To Article <ul style="list-style-type: none">• 3.1 Trec• 3.2 Intro• 3.3 Intro + 1 Sect• 3.4 Progress Report (oral)• 3.5 Final How-To
Assignment #4	100wd Style Write-Ups (2 per week)
Assignment #5	Web Resources for Writers (3 min WRW)
Assignment #6	Writing on Demand (WOD) & Long WOD at end of course
Assignment #7	Blooper List

MEETING ONE jumps right in, getting us started looking over our two texts and focuses on introductions, the writing process, and audience considerations.

This meeting's in-class work includes a writing proficiency exam to diagnose any writing problems (with grammar, syntax, etc.) that could interfere with your ability to succeed in this course--I'll contact you individually if I think you'd have difficulty with the course--but don't worry about this now--the writing will be easy and short and almost everyone does fine. We'll also use this writing as our introductions to each other.

This worksheet also includes the Assignment #3/How To description. Don't panic--we'll take this longer assignment one step at a time so it won't be difficult to complete. But the assignment **WILL** require time and research and steady work on your part.