



305-3

Technical Writing

- λ Sign the Roll
- λ Turn in W.O.W.'s (Week One Worksheet)
- λ Turn in Revised Memorandum 1
- λ Log In to a Computer



Housekeeping

- λ The Quizzes (George Straits)
 - average 2.4
 - mean 3
 - quizzes can not be made up
- λ Judicious use of readings
 - don't believe everything



Next Week's Agenda

- λ Finish Hardcopy Resumes
- λ Begin Typography and Font
-watch a movie : look at “art behind the words” (Batman, 7, X-Files)
- λ Begin Electronic Resumes



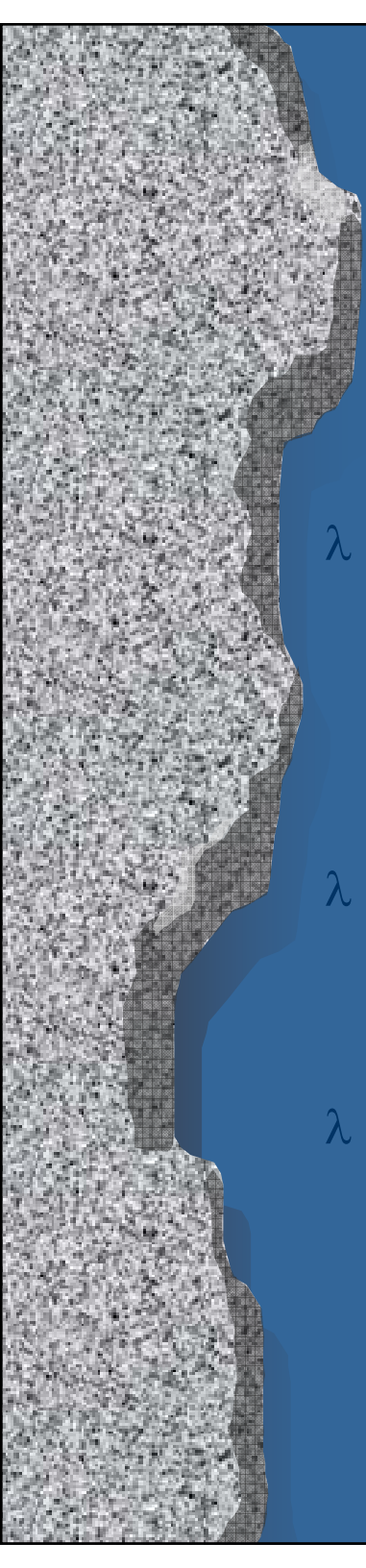
An Ethics Case

- λ Is technical writing perceived as work?
- λ An example scenario: what would you do?



Frustration with Writing

- λ Writing is a recursive process
- λ Models and Examples
- λ Developing a sense for technical writing



In Class Assignment: Using WordPerfect

- λ Develop an objective statement for a specific job
- λ Choose one area of your resume to revise
- λ Hardcopies due Monday (Deadline)