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**CANKAYA UNIVERSITY**

**FOREIGN LANGUAGES UNIT**

**2014-2015/ FALL SEMESTER - RTW 405 Weekly Schedule**

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| --- | --- | --- | --- | --- |
| WEEK | SUBJECT | SKILL | PORTFOLIO  | REMINDERS / ASSIGN.s |
| 109.02.201513.02.2015 | \*Basic Information About The Course\*Chapter 1 - Fundamentals of Technical Writing | - reviewing what technical writing is- defining how it is different from non-technical writing - recognizing the fundamentals of reports- evaluating the sample student report to discuss basic qualities of reports  |  |  |
| 216.02.201520.02.2015 | \*Chapter 2 -Recommendation Reports | - defining the types of reports- describing the functions- giving the reasons for writing reports |  | - Students will choose their topic. |
| ****3********23.02.2015********27.02.2015**** | \*Chapter 3 - Process of Technical Writing - Phase 1. Conducting A Situational Analysis | - defining the basic components of situational analysis - analyzing the sample student report to discuss situational analysis |  | -Instructors create Turnitin accounts |
| ****4********02.03.2015********06.03.2015**** | \*Writing the 1st portfolio task  | - conducting the situational analysis | **PORTFOLIO TASK 1:****Conducting the situational analysis** | -Instructors share Turnitin information & - Students get a turnitin membership and register to class. |
| ****5********09.03.2015********13.03.2015**** | \*Individual feedback\*Evaluation of the situational analysis | - evaluating the 1st task in accordance with the feedback provided by the teacher |  | - Students search for sources related to their reports. |
| ****6********16.03.2015********20.03.2015**** | \*Chapter 3 - Process of Technical Writing - Phase 2. Gathering Information- Phase 3. Arranging & Planning-Phase 4. Writing & Revising | - recognizing the characteristics of primary and secondary research- distinguishing between primary and secondary research methods- defining the problem-solution pattern for recommendation report- describing the writing process - analyzing the outline of the sample student report |  |  |
| 723.03.201527.03.2015 | \*Writing the 2nd portfolio task  |  - making the outline of the report | **PORTFOLIO TASK 2:****Writing a well-organized outline for the report** | - Students will bring their sources to the class. |
| ****8********30.03.2015********03.04.2015**** | \*Chapter 4 - Components of a Report- Prefatory Parts (Front Matter)- Body of a Report* Introduction
 | - naming the prefatory parts of the reports- defining the basic parts of the Introduction- analyzing the prefatory parts and the introduction of the sample student report |  |  |
| ****9********06.04.2015********10.04.2015**** | \*Writing the 3rd portfolio task  | - writing the Introduction part | **PORTFOLIO TASK 3:****Writing the introduction part of the report** |  |
| ****10********13.04.2015********17.04.2015**** | \*Individual feedback\*Evaluation of the Introduction part of the report | - evaluating the 3rd task in accordance with the feedback provided by the teacher |  |  |
| ****11********20.04.2015********24.04.2015**** | \*Chapter 4 - Components of a Report- Body of a Report * Findings
* Summary
* Conclusions
* Recommendations

- Tips for visuals- Tips for headings | - defining the fundamentals of specific parts of body- recognizing the details of creating visuals and headings- analyzing the body part, visuals and headings of the sample student report |  |  |
| ****12********27.04.2015********01.05.2015**** | \*Writing the 4th portfolio task | - writing the body part | **PORTFOLIO TASK 4:****Writing the body part of the report** |  |
| 1304.05.201508.05.2015 | \*Individual feedback\*Evaluation of the Body part of the report | - evaluating the 4th task in accordance with the feedback provided by the teacher |  |  |
| ****14********11.05.2015********15.05.2015**** | Chapter 4 - Components of a Report-Supplemantary Parts (Back Matter)-Tips for Documentation | - analyzing the supplementary parts of the sample report- identifying end-text citation rules - applying end-text citation rules to their portfolio assignments |  | - The last portfolio task is due next week.- Students will upload task 4 to turnitin. |
| DUE DATE FOR PORTFOLIO TASK 5: 22.05.2015 (TURNITIN & HAND IN)NO CLASSES ON APRIL 23RD AND MAY 1ST. |