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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 |
| 1  09.02.2015  13.02.2015 | \*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 |  |  |
| 2  16.02.2015  20.02.2015 | \*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 |  |  |
| 7  23.03.2015  27.03.2015 | \*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** |  |
| 13  04.05.2015  08.05.2015 | \*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. | | | | |