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| **Schedule\_ LC-1114 Communicating Technology\_H6****Friday’s from 9:00-12:15**R001/U410b01.03.2019-17.05.2019**(Note: 9 sessions only)****No class on the following days:****1.3: Use this time to research and complete your A1****12.4: Use this time to prepare your presentations****19.3: Good Friday**  |

**WEEK    & TOPICS**                       **HOMEWORK**               **DUE IN CLASS**

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| **Week 1: Session 1****8.3**--Intro to course-- Principles of successful   communication-- Problem-solution pattern (A2) **[Materials](https://mycourses.aalto.fi/course/view.php?id=21498&section=1) for Session 1 (link)** | **[A2:](https://mycourses.aalto.fi/mod/assign/view.php?id=423263)**--Write **A2** (Problem-solution: introduction paragraph of recommendation report) | **[A1:](https://mycourses.aalto.fi/mod/assign/view.php?id=423262)**--Topic Research: Submit before the beginning of **Session 1** |
| **Week 2: Session 2****15.3**--Relative Clauses  [Handout: Relative Clause Practice](https://docs.google.com/document/d/1GKiTYkNuYndBEXs6a3ER-zhE139XshW6XO-tt0mrwqs/edit?usp=sharing)-- Giving feedback + Peer review  1 (A2)--  Punctuation:  [Handout One: Punctuation](https://docs.google.com/document/d/1oPcP5kAMLZ0bBDgamyJUt7HvvI2tAQz3-TZNefA5SDk/edit?usp=sharing) [Review](https://docs.google.com/document/d/1oPcP5kAMLZ0bBDgamyJUt7HvvI2tAQz3-TZNefA5SDk/edit?usp=sharing)  [Handout Two: Collaborative](https://docs.google.com/document/d/1oPcP5kAMLZ0bBDgamyJUt7HvvI2tAQz3-TZNefA5SDk/edit?usp=sharing)  [Punctuation Review](https://docs.google.com/document/d/1oPcP5kAMLZ0bBDgamyJUt7HvvI2tAQz3-TZNefA5SDk/edit?usp=sharing)--Action Verbs--Definitions | **-- Online Module 1 (For Aalto Users): SUGGESTED COMPLETION DATE** | **[A2:](https://mycourses.aalto.fi/mod/assign/view.php?id=423263)** Bring a **paper copy OR shareable link (Google Docs).**Check punctuation and SUBMIT **[A2](https://mycourses.aalto.fi/mod/assign/view.php?id=423264) MyCourses**  |
| **Week 3: Session 3****22.3**-- Paragraphs and topic    Sentences**--** Writing a conclusion paragraph | **[A3a](https://mycourses.aalto.fi/mod/assign/view.php?id=423265)** add a definition paragraph to your report (include also revised A2).**[A5](https://mycourses.aalto.fi/mod/assign/view.php?id=423271)**[:](https://mycourses.aalto.fi/mod/assign/view.php?id=423271) Presentation Outline Due by **WEEK 5** : fill in the planning section and introduction (use the Outline template!)--Decide on a title and purpose for your presentation.**--Online modules 2: SUGGESTED COMPLETION DATE** |  |
| **Week 4: Session 4****29.3*** **No class today. Peer Editing Online.**
* **Continue working on Online Modules**

 |  | **[A3a:](https://mycourses.aalto.fi/mod/assign/view.php?id=423265&forceview=1)  Online Peer editing (Make sure to peer edit and send back your partner’s paper (with your comments) by the end of the day on March 29th so they can begin editing.** [**A3b**:](https://mycourses.aalto.fi/mod/assign/view.php?id=423267) make corrections from peer review andsubmit to **MyCourses** by the end of the day on **April 1st** |
| **Week 5: Session 5****5.4*** **EXAM: In-Class Assessment\_ Write a Technical Report**
* Beginning and ending a presentation
* Oral presentations: Topic, purpose, organisation
* Creating connections: metalanguage
* Designing effective visuals
 | **[A4:](https://mycourses.aalto.fi/mod/assign/view.php?id=423270)** Final Version of Recommendation Report (A3a + A3b) Due by April 11th**[A6:](https://mycourses.aalto.fi/mod/assign/view.php?id=423272)** Create your slides and prepare for the rehearsal sessions over the break.* **Online modules 1-3 Should be completed before Week 6: SUGGESTED COMPLETION DATE**
 | **[A5:](https://mycourses.aalto.fi/mod/assign/view.php?id=423271)**View Outline: Discuss pairing of oral presentation + slides. **NO CLASS MEETING April 12th or 19th** **USE THIS TIME TO PREPARE FOR PRESENTATIONS and Enjoy your Good Friday off :)**  |
| **Week 6: Session 6****26.4*** Each students participates in one rehearsal session and one final conference.

Student Rehearsal Groups:Group 1-2Group 3-4Group 5-6 | **[A7:](https://mycourses.aalto.fi/mod/assign/view.php?id=423273)** Self-evaluation and analysis of presentation rehearsal. | **[A6](https://mycourses.aalto.fi/mod/assign/view.php?id=423272)** and **[A5](https://mycourses.aalto.fi/mod/assign/view.php?id=423271)**Submit your **slides and outline** to MyCourses before the rehearsal session  |
| **Week 7: Session 7****3.5*** **Conference 1** (A8, final presentation
 | Students from Rehearsal Group 1-2 will present today | [**A8**](https://mycourses.aalto.fi/mod/assign/view.php?id=423274) submit the final version of your presentation visuals to MyCourses before the conference and by the end of the day on May 17th (our last class day) |
| **Week 8: Session 8****10.5*** **Conference 3**  (A8, final presentation)
 | Students from Rehearsal Groups 3-4 will present today |  |
| **Week 9: Session 9****17.5*** If any students are unable to present in Sessions 7 or 8, they can present today. Please notify me beforehand.
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