



## CFAA COURSE 2 COURSE OUTLINE

Session	Date	Session Content	Assignments
Session 1	Apr 5	Chapter 1 - Thinking About Communication Chapter 2 – Strategies in Planning for Writing and Speaking Chapter 3 – Writing with Impact Chapter 4 – Routine and Good News Correspondence	All Assignments Issued  <b>Assignment 1 due 8 AM Sun Apr 6</b>
Session 2	Apr 6	Chapter 5 – Bad News Correspondence Chapter 6 – Persuasive Writing Chapter 9 – Presentations and Meetings	<b>Assignment 2 due midnight Wed Apr 9,</b> but feedback first-come first-served.
Session 3	Apr 12	<b>Presentations by Students</b>	
Session 4	Apr 13	<b>Presentations by Students</b> Chapter 7 and 8– Reports Appendix: Editing Guidelines Chapter 10 – Résumés	
Final Assignment			<b>Resumes and cover letters due by Apr 30,</b> but feedback first-come first-served.

ASSESSMENTS AND EVALUATION	
PARTICIPATION	20%
WRITTEN ASSIGNMENT 1	20%
WRITTEN ASSIGNMENT 2	20%
PRESENTATION	20%
WRITTEN ASSIGNMENT 3, Resume and Cover Letter	20%

**Note that participation in class and submission of all assignments (or acceptable substitutes as agreed with instructor) are required to pass this course.**

**Late assignments will be penalized 5% of potential mark per day.**

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