

English for Business & Engineering – Summer Course (2/3 week program)

Writing & Presenting Class (2 hours/day)

Date	Writing	Presenting	Homework
Day 1	Journaling (WP p. 8-10)	Developing Self Confidence (SCMS p. 2-8)	Google Classroom: Journal post & Comment on 3 others
Day 2	Vocabulary Building (WP 31-35)	Prepare & Give a Speech About Yourself (SCMS p. 9)	Create a Vocabulary Notebook (WP p. 36)
Day 3	Blogging (WP 11-16)	Body Language (SCMS p. 16-22)	Google Classroom: Blog post & comment on 3 others
Day 4	Articles (WP 70-77)	Interesting Experience Speeches (SCMS p. 27-30 & 34-35)	Google Classroom: Journal/Blog Post: What is your dream job? Comment on 3 others Prepare Memorable Experience Speech for Monday (SCMS p. 35)

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Day 5	Professional Networking (WP p.223-227)	Memorable Experience Speech & Feedback	Google Classroom: Write you own Professional Summary
Day 6	Professional Networking (WP p. 228-233)	Putting a Speech Together (SCMS p. 39-42 7 46-47) Example Speech: "Fish Social Networks"	Google Classroom: Write a Letter of Recommendation for a classmate – post & share with them
Day 7	Resumes (WP p. 255-258)	Point of View Speech (SCMS p.49-51 & 55) Example Speech: "Cellphone Eye Exams"	Google Classroom: Research a company you would like to work for. What education, skills, and personality traits do you need to be successful there? Create a Point of View Speech (SCMS p. 55)
Day 8	Resumes (WP p. 259-262)	Present Point of View Speech & Feedback	Google Classroom: Write your Resume

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Day 9	Business Letters (WP p. 246-249)	Presentation Aids (SCMS p. 65-69 & 73-77)	Google Classroom: Write a Business Letter & Respond to a classmate's letter
Day 10	Cover letters (WP p. 263-266)	Speaking to Inform (SCMS p. 85-86 & 88-90 & 97-99)	Google Classroom: Write a Cover letter for Greg (text)
Day 11	Cover letters (WP p. 267-268)	Example Speeches & Feedback "Personal Air Quality Tracker" "8 lessons on building a company.."	Google Classroom: Write a Cover letter for yourself for your dream job (use research from Day 7) Prepare an Informative Speech (SCMS p. 109)
Day 12	Memos (WP p. 250-253)	Present Informative Speeches & Feedback	Google Classroom: Write a memo