

Fundamentals 1 Writing Class

Monday Evening Meeting Time

Daily Schedule

Session 4 - 2018

In order to make sure all of your assignments are completed and turned in on time, please refer to this schedule each day.

Remember that not only is it important for you to turn in your assignments on time but also it is important for you to turn in your edits on time.

So you will have your schedule when you need it, I suggest you do the following:

1. Save this document to your hard drive (if you regularly use more than one computer, save it to all computers you use).
2. Save the email with this attachment so you can access it anywhere you have an internet connection.
3. PRINT OUT a copy and keep it in your binder/folder for this class.
4. PRINT OUT a second copy and keep it posted wherever you keep your schoolwork schedule/list of assignments.

Monday	Tuesday	Wednesday	Thursday	Friday
3/19/2018	3/20/2018	3/21/2018	3/22/2018	3/23/2018
				Read Online Class Rules.
3/26/2018	3/27/2018	3/28/2018	3/29/2018	3/30/2018
Read all of Lesson 1 & note any questions in the margins.	Begin working on 1A (Vocabulary)	Complete 1A and send it to me today.	Complete 1B and send it to me today.	Complete 1C – Online typing tutor and e-mail me today.
Online Class meeting 1.		Begin working on 1B (Writing Assignment).		Complete any revisions on 1A and/or 1B and send it to me today.
4/2/2018	4/3/2018	4/4/2018	4/5/2018	4/6/2018
Read all of Lesson 2 & note any questions in the margins.	Begin working on 2A (Vocabulary Assignment).	Begin working on 2B (Writing Assignment).	Complete 2B and send to me today.	Complete 2C – Online typing tutor and e-mail me today.
Online class meeting 2.	Complete 2A and send it to me today.			Complete any revisions on 2A and/or 2B and send it to me today.
4/9/2018	4/10/2018	4/11/2018	4/12/2018	4/13/2018
Read all of Lesson 3 & note any questions in the margins.	Begin working on 3A (Vocabulary Assignment).	Complete 3A and send it to me today.	Complete 3B and send to me today.	Complete 3C – Online typing tutor and e-mail me today.
Online class meeting 3.		Begin working on 3B (Writing Assignment).		Complete any revisions on 3A and/or 3B and send it to me today.
4/16/2018	4/17/2018	4/18/2018	4/19/2018	4/20/2018
Read all of Lesson 4 & note any questions in the margins.	Begin working on 4A (Vocabulary Assignment).	Complete 4A and send it to me today.	Complete 4B and send to me today.	Complete 4C – Online typing tutor and e-mail me today.
Online class meeting 4.		Begin working on 4B (Writing Assignment).		Complete any revisions on 4A and/or 4B and send it to me today.
4/23/2018	4/24/2018	4/25/2018	4/26/2018	4/27/2018
Read all of Lesson 5 & note any questions in the margins.		Complete 5A and send it to me today.	Complete 5B and send to me today.	Complete 5C – Online typing tutor and e-mail me today.
Online class meeting 5.	Begin working on 5A (Vocabulary Assignment).	Begin working on 5B (Writing Assignment).		Complete any revisions on 5A and/or 5B and send it to me today.
4/30/2018	5/1/2018	5/2/2018	5/3/2018	5/4/2018
Read all of Lesson 6 & note any questions in the margins.	Begin and complete 6A. Send it to me today.	Begin working on 6B (Writing Assignment).	Complete 6B and send it to me today.	Complete any revisions on 6B and send it to me today.
Online class meeting 6.				
5/7/2018	5/8/2018	5/9/2018	5/10/2018	5/11/2018
Complete any missed assignments or revisions to receive Certificate of Completion.				