

# **Report Writing Class**

## **Tuesday 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
3/26/2018	3/27/2018	3/28/2018	3/29/2018	3/30/2018
Read all of Lesson 1 & write down any questions you have.	<b>Online Class Meeting 1.</b>  Complete 1A Vocabulary and send to me today.	Complete 1B and send me your topic choice today.  Begin working on 1C	Complete 1C and send me your main topic or topics and their subtopics today.  Begin working on 1D.	Complete 1D and send me your outline today.
4/2/2018	4/3/2018	4/4/2018	4/5/2018	4/6/2018
Complete any remaining Lesson 1 revisions and send to me today.  Read all of Lesson 2 & write down any questions you have.	<b>Online Class Meeting 2</b>  Complete 2A Vocabulary and send to me today.	Complete 2B (Paraphrasing activity) and send it to me today. ( <i>Click on the article titles in your lesson; these link to the articles online.</i> )  Begin working on 2C (Research).	Continue with your research (2C).  Send me bibliography information for 3 of your sources (2C). <i>Note: This must be all the source card info as directed in your lesson.</i>	Continue with your research (2C). Have one of your parents e-mail me to tell me that you are conducting your research.  Update your outline and send it to me today (2D).
4/9/2018	4/10/2018	4/11/2018	4/12/2018	4/13/2018
Complete any final Lesson 2 revisions and send to me.  Read all of Lesson 3 & write down any questions you have.	<b>Online Class Meeting 3</b>  Complete 3A Vocabulary and send it to me today.	Wrap up your research and begin organizing your notes (3B). Once you are done, show one of your parents and have him/her e-mail me to let me know you have done this.	Begin working on your thesis statement (3C). Send me your thesis statement today.  Begin writing your first supporting paragraph.	Complete your first supporting paragraph (3D) and send it to me today.
4/16/2018	4/17/2018	4/18/2018	4/19/2018	4/20/2018
Complete Lesson 3 revisions and send to me.  Read all of Lesson 4 & write down any questions you have.	<b>Online Class Meeting 4</b>  Complete 4A Vocabulary and send to me today.	If you are writing two or more supporting paragraphs, begin working on your second (and remaining) supporting paragraph(s) (4B).  <i>Note: If you are writing only one supporting paragraph, continue to work on your first supporting paragraph.</i>	Continue to work on your second (and remaining) supporting paragraph(s) (4B).	Complete your second (and all remaining, if you are doing more than two) supporting paragraph(s) and send it (them) to me today.  <i>Note: Place your second &amp; remaining supporting paragraph(s) in the same Word document that contains your first supporting paragraph. Rename it ("save as") 4B.</i>
4/23/2018	4/24/2018	4/25/2018	4/26/2018	4/27/2018
Complete Lesson 4 revisions and send to me.  Read all of Lesson 5 & write down any questions you have.	<b>Online Class Meeting 5</b>  Complete 5A Vocabulary and send it to me today.	Begin working on your 5B (opening paragraph).	Complete 5B and begin working on 5C (closing paragraph).	Complete 5C and send both your opening (5B) and closing (5C) paragraphs to me today.  <i>Note: Place your opening and closing paragraphs in the Word document that contains your revised supporting paragraph or paragraphs. Rename it ("save as") 5B5C.</i>
4/30/2018	5/1/2018	5/2/2018	5/3/2018	5/4/2018
Complete Lesson 5 revisions and send to me.  Read the directions for 6A and get ready for Stump the Teacher on Monday.	<b>Online Class Meeting 6.</b>	Complete 6B and send to me today. (Make sure you have used the proper format for your Works Referenced page!)	Begin working on 6C – Final Presentation.	Complete 6C and send to me today.
5/7/2018	5/8/2018	5/9/2018	5/10/2018	5/11/2018
Continue to work on 6C – Final Presentation. <b>Lesson 6 revisions or any missing assignments/revisions are due no later than tomorrow in order to receive the Certificate of Completion.</b>	Complete final revisions on 6C and send to me today.			<b>Lesson 6 revisions or any missing assignments/revisions are due no later than tomorrow in order to receive the Certificate of Completion.</b>