

March 8, 2007
Minutes – ENGL7100

Present: All except for Tab

Agenda

1. Louis and Lee's presentations on proofreading and editing
2. Review of minutes assignment
3. Discussion on timeline of report writing assignment
4. Discussion on resume evaluation and recommendations

Editing Skills Presentation

Louis Clausi gave a thorough presentation reviewing common writing problems. He clarified his points with several tips and examples about misplaced and dangling modifiers, superfluous words or phrases and other punctuation issues. Louis encouraged the class to let our writing "sit for a day or two" between editing sessions and to use colored markers to note corrections. He summed up his presentation stating that writing should be done with clarity, consideration of your audience and several reviews to omit wordiness.

Proofreading Skills Presentation

Alliedria (Lee) Hurt complimented the editing skills presentation and highlighted the use of proofreading skills. She began with review of the ten common proofreading marks. She provided several proofreading websites, a proofreading checklist, and informative proofreading tip sheets.

Minutes Assignment Review

Dr. N. reviewed the minutes assignment. The groups distributed their critiqued reviews and several points were addressed regarding the recording of minutes.

- Compress thoughts
- Be concise, review, edit
- Know your audience
- Review main points
- Allow for white space to enhance readability

Final Exam

Dr. N. informed everyone that the format of the final exam would be similar to the minutes revision assignment and to thoroughly review all handouts, web sites, and assigned readings from *World of Work*.

New Assignment – Report Writing

Dr. N. distributed a handout, **Getting the Job Done: A Simple Model for Business Writing** to introduce the next assignment of report writing.

Additionally, he distributed a sample report as a practical review resource. The assignment time frame will be the remaining five weeks of class with a process of measurable deliverables to be completed each week and he reminded us to “be reasonable and think about what can be accomplished.” He presented several topic examples and reiterated that he would have several examples and notes posted online.

Formal Reports – Components

Dr. N also reminded us that “there are distinctions between abstracts, introductions, and executive summaries.” The Executive Summary contains what the boss cares about (usually money). The action group usually looks at the introduction, which contains information about your methods and data. And, it’s the workers who are going to be reading the report.

Resume and Memorandum Review

Dr. N. returned written reviews to each class member with their self critique resume memorandum. At the end of the term we will be asked to submit a final version of our resume to Dr. N again for evaluation. Continue to revise your resumes in the meantime.