Week Ten: Writing and Wrapping Up

MONDAY: 12-4-06 (Meet in HSSB 1214)

- **Reading**: Sample researched essay (from website).
- **Class Activities**: Common errors work on researched essay. Beginnings and endings. Sample researched essay work. Evaluations.

I Editing and Linking (30 min)
A. Do linking exercise.
   a. Emphasize how it can help.
B. Go over common errors on resumes and cover letters.
C. Hand back pieces, have them do some editing work on resumes.
D. Take questions.

II Cover Letter QandA: Online (10 min)
A. What questions do you have about cover letters and resumes?
B. Post them to the chat, and look for my answers.

III Virtual Interview (15 min)

IV Real Interview (25 min)
A. Get volunteer and send out of room.
B. Come up with questions, which are tied. Pull off of these sites:
   a. [http://content.monster.com/articles/3479/18483/1/home.aspx](http://content.monster.com/articles/3479/18483/1/home.aspx)
   b. [http://www.quintcareers.com/interview_question_database/interview_questions.html](http://www.quintcareers.com/interview_question_database/interview_questions.html)
C. Do ten minute interview.
D. Have folks look for the following:
   b. What does the person do well?
   c. What questions do you have for the person?
   d. What did you notice about body language, response?
   e. **Key Question**: What should one do, you think, to prepare for an interview?

V Interview Research (15 min)
A. Using google, find the website for your preferred internship or job.
B. Look for the following:
   a. Mission statement: what are the key things the company seems interested in?
   b. Job/Internship Ad: what are the key things that they are looking for?
   c. Key facts: what are some thing that you should know about this?
   d. Discuss results.

VI Go over Final Portfolio for the Paper (5 min)
A. Go over the rubric.
B. Tell them what goes in:
   a. Print out of your journal/blog.
   b. All drafts of your paper.
   c. Final draft towards the top.
   d. Cover letter, which I'll give you now.
LESSON FOR WEDNESDAY: 12-6-06 (Meet in HSSB 1214)

- **Writing:** All rewrites due today.
- **Class Activities:** Peer review of rewritings. Final discussion of the quarter. Reminder of when to pick up materials and grades.

I  Review Time (30 min)

A. Highlighting:
   a. For Paper: Read the first section of the paper, using a highlighter, mark all of your cited material. Underline all of your opinions. What’s the mix?
   b. For Resume: Read through your resume and highlight all of your experience. Is there anything to add? Are there any places where you need to specify?
   c. For Cover Letter: Read your second paragraph and highlight every reason you give your auditor for hiring you. What did you put down? What can you add?

B. Thinking about Structure:
   a. For Paper: Go to a place that you have questions about, a particular section. In that section, do a reverse outline where you write a sentence about what each paragraph says (a summary) and what it does (why it’s there). See what you say. You might find that you need to move things around.
   b. For Resume: Can you move anything around in your resume? Draw arrows to indicate movement. Also, add any other sections that you haven’t yet thought of.
   c. For Cover Letter: What can you cut from your second and third paragraphs? What can you add. Draw a line through areas to delete, insert, with a carat, things to add.

C. Editing: Read the last section of your paper, or all of your resume or cover letter ALOUD. Make the changes that you need to make.

D. Questions.

II  Course Evals (15 min)

III  Focus Group Work (Remaining Time)

On the date of our final, you will be pick up your final papers and final grades.

HAVE A GREAT WINTER BREAK!