Reading Logs & Discussion

This semester, instead of quizzes, you will be completing reading logs and reading discussions. Each log is worth 10 points; each discussion is worth 10 points. The lowest score for each log and each discussion will be dropped at the end of the semester.

Reading discussions will take place on Mondays in class. The logs will be submitted to D2L by Sunday night at 11:59pm.

Each reading log will contain a series of questions related to the week's reading. You should respond to the questions. Then, in class, in small groups, you will compare and discuss your responses.

Reading Log Weeks and Topics

Log	Topics
1	Chapters 2, 17: Introductions, Teams
2	Chapters 5-6: Writing & Communication Miscellany
3	Chapters 7-8: Letters & Memos, Email
4	Chapters 10, 16: Business Meetings, Interviewing
5	Chapter 12: References & Resumes
6	Chapter 12 & 15: LinkedIn & Cover Letters
7	Chapter 9: Bad News
8	Chapter 12 & 18: Reports & Presentations
9	Chapter 11: Writing for the Internet
10	Chapter 12: Reports & Pitches, section on Pitches D2L content: Slide Documents