class #6

- return quiz 1
- clip of the day
- jokes
- problem pairs
- informative messages
- hilda workshop

Office hours tomorrow 1-2

and 330-5 Monday.

Jokes

Quiz 1

Quiz 2 in Class 7

clip of the day

Kawasaki on Mantras

Groups

trust among members
sense of group identity
sense of group efficacy

team charter

problem pairs

lie/lay

lie lying, lay, lain	sit sitting, sat, sat
lay laying, laid, laid	set setting, set, set

fewer/less

principal/principle

nauseous/nauseated

affect/effect

comprise/compose

model sentences

coordinating conjunction rule?

He went to the store but it was closed.

<u>He went to the store</u> but <u>it was closed</u>.

He went to the store, but it was closed.

conjunctive adverbs

however, nevertheless, moreover, furthermore , therefore, etc.

conjunctive adverbs

however, nevertheless, moreover, furthermore , therefore, etc.

Spelling bees were her speciality however she failed to spell "urbiculture" correctly.

Spelling bees were her specialty (however) she failed to spell "urbiculture" correctly.

Spelling bees were her specialty; she failed to spell "urbiculture" correctly.

Spelling bees were her specialty; she failed, however, to spell "urbiculture" correctly.

Spelling bees were her specialty; however, she failed to spell "urbiculture" correctly.

informative messages

coursepack p. 21

hilda

objectives of a bad news message:

1. minimize damage
   (bad news does not define the relationship)

2. show you are fair & reasonable
   (reader would do same thing in your place)

3. state bad news clearly, firmly, & graciously
   (not ambiguous, but not blunt either)

(see coursepack p. 27-30)

Top Bun

•Background:
•Buffer: Show consideration to promote good will.
   -Minimize damage to the relationship.

Body

Cheese
• Develop clear reasons.
   -Make reader see it from your point of view.

Meat
• Be clear, firm, and gracious in stating the bad news.
   -But get in & out quickly.
• Suggest alternative solutions

Close

Bottom Bun: Goodwill gesture
•Bad news does not define the relationship.
   -Future is open.

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execution/evaluation

(coursepak, p. 12)

content, clarity, correctness

Phase 1. Block out information in a rough draft. (Content)

Phase 2. Make it easy to understand. (Clarity)

Phase 3. Correct mechanical errors. (Correctness)

no more outlines—

use strategies summarized on p. 21 in coursepack

use it to shape a modified free write (aka rough draft)