



Date	Course content	Source
Day 1	Orientation	Instructor's Handouts
Day 2	Plain English and 4 points Introduction	Instructor's Handouts
Day 3	Present tenses Review Spelling Quiz 1	Instructor's Handouts
Day 4	Gregg's reference Time and Date Writing Scenario 1 is due Spelling Quiz 2	Instructor's Handouts
Day 5	Present Perfect and Past Simple Review Spelling Quiz 3	Instructor's Handouts
Day 6	Capitalization and Punctuation Writing Scenario 2 is due Spelling Quiz 4	Instructor's Handouts
Day 7	Present Perfect Continuous Spelling Quiz 5	Instructor's Handouts
Day 8	Connecting sentences Writing Scenario 3 is due Spelling Quiz 6	Instructor's Handouts
Day 9	Future Tenses Review Spelling Quiz 7	Instructor's Handouts
Day 10	Editing and Proofreading Writing Scenario 4 is due Spelling Quiz 8	Instructor's Handouts



Day 11	Review Writing Scenario 5 is due	Instructor's Handouts
Day 12	Midterm	Instructor's Handouts
Day 13	Memos introduction Spelling Quiz 9	Instructor's Handouts
Day 14	Using Tone Spelling Quiz 10	Instructor's Handouts
Day 15	Relative Clauses Writing Scenario 6 is due Spelling Quiz 11	Instructor's Handouts
Day 16	Participle clauses Spelling Quiz 12	Instructor's Handouts
Day 17	Parallelism Writing Scenario 7 is due Spelling Quiz 13	Instructor's Handouts
Day 18	Fragments and Run-ons Spelling Quiz 14	Instructor's Handouts
Day 19	Review Writing Scenario 8 is due Spelling Quiz 15	Instructor's Handouts
Day 20	Final Exam	Instructor's Handouts