

## Assignment for the first class Wednesday, January 10

**Amount of reading during the semester:** There's more reading at the beginning to prepare you to draft complete documents — and less reading later while you're drafting.

**Textbooks:** The course uses two textbooks, which are explained in the syllabus. You will get both of them in the basement copy room, but neither is available before the first class. For the next week or two, you'll get chapters digitally and read them on your screen.

**What you need for the first class:** The following are on the school's assignments webpage (totaling six files). (If you received this page by email, the following are attached to the email.)

- the course syllabus (PDF)
- the first five chapters of the Drafting book (pages 3 to 76 in one PDF)
- two appendices from the Drafting book (pages 543 to 549 in one PDF)
- Exercise 1-A from the Drafting book (PDF)
- two Word files, one for Drafting book exercise 5-A and another for 5-B

Don't print the chapters and appendices, which total over 80 pages and can be read on your screen. You will get them in hard copy later (see above). But print the syllabus (PDF) and exercise 1-A (PDF). After you have done exercises 5-A and 5-B, print those Word files.

### Preparation for the January 10 class:

1. Read the syllabus
2. In the *Drafting* book, do the following, in exactly this sequence —
  - read Ch. 1 (pp. 3–15)
  - do exercise 1-A (pp. 16–20) using the PDF you have printed
  - read Ch. 2 (pp. 21–32)
  - read Ch. 3 (pp. 33–47) together with Apps. A & B (pp. 543–549)
  - read Chs. 4 & 5 (pp. 49–73)
  - do exercises 5-A & 5-B (pp. 73–76) — read them in the book *before* using the Word files

**During class:** Among other things, we'll go through the exercises. After you have done the exercises, print the Word files and bring them to class. The odds are high that you'll be called on during class to explain how you did an exercise and your reasoning.