

# 17/18 August 2016

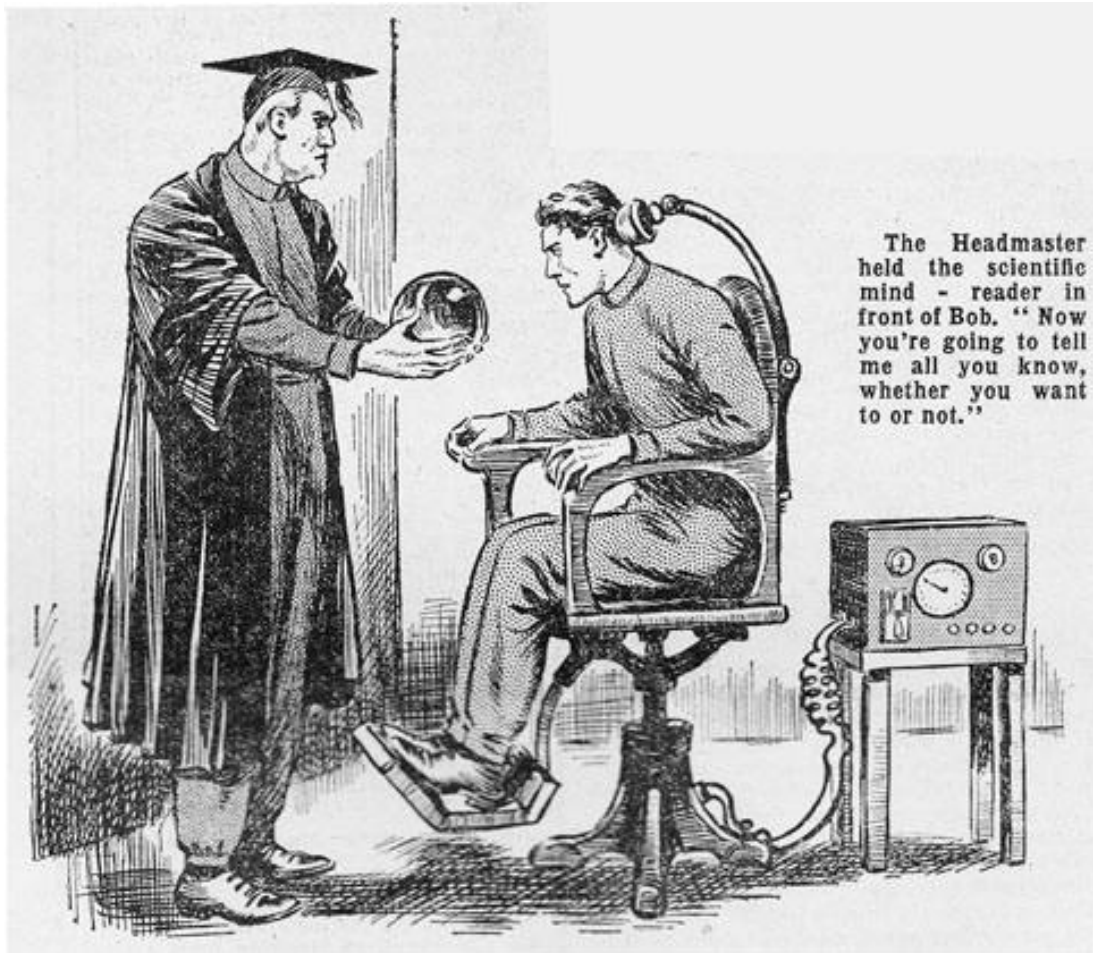


image from <http://blog.pictorialgems.com/the-skipper-june-9-1934-vintage-comic/>

Greetings, Wise Fools—

Each day, upon arriving at class, you will log onto Moodle to look for a class plan like this one. Always read the entire class plan before beginning to follow any of the steps.

Here's how we'll roll today:

**1. Attendance**—We'll determine which students found the classroom. . . and which did not.

**2. Introduction to WEDGE**—We'll talk about a special kind of drafting and then practice it a bit. You will need a new word processing document or paper and pen.

**3. Nomenclature Sorting**—Having completed a little bit of work, we'll dedicate a little more time to talking about names.

**4. Quick Instructor Intro**—We'll talk about why it's important to know a little about the paid professional in the room and then apply some curiosity.

**5. Course Overview/Moodle Visit**—We'll take a look at an important document posted to the course Moodle page to glean a quick glimpse at what lies ahead.

**6. Introduction to The Formal Letter of Introduction**—We'll consult another document posted to the Moodle page so we can begin our first writing assignment.

**7. Getting a Jump on the Homework**—Time permitting, we'll get a head start on the work due at the start of our next class meeting.

Who's ready for a weekend?—  
Mr Leo

**Homework:**

Complete the Formal Letter of Introduction.

Remember: you will not need to submit a hard copy, but you will need to have access to a digital copy at the start of the next class period.