

ACE Assignment Analysis – ENGL 2311-104

**Syllabus**

Click on the syllabus below to review your assignments for ENGL 2311-104.

- <https://info.tamui.edu/courseslist.aspx>

**Course Assignments**

Review the important assignments in this course below.

<b>Important Assignments:</b>
<b>Assignment Name:</b>
<b>Letter, Email, and Memo</b>
<b>Instructions and Documentation</b>
<b>Personal Experiment and Research / Annotated Bibliography</b>
<b>Oral Presentation of Research</b>
<b>Class Participation and Homework</b>

**Assignment Tasks**

Follow these to complete your course assignments. Each assignment is broken down into manageable tasks. Take note of the recommended time spent to complete each task on time.

- **Letter, Email, and Memo**
  - Develop three genres around a scenario while targeting various audiences and purposes.
  - Create your own scenario. Consider your purpose and audience.
- **Instructions and Documentation**
  - **Instructions**
    - Explanation of how to complete a task.
  - **Documentation**
    - Description of how said product, service, or system works.
- **Personal Experiment and Research / Annotated Bibliography**
  - Conduct an experiment and research. Apply the results to the field.



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Task: Personal Experiment and Research / Annotated Bibliography

Time Needed	Step	Outcome
3 hours	<b>Brainstorm</b> <ul style="list-style-type: none"><li>• Create a web chart to start brainstorming ideas for your essay</li><li>• Choose your essay topic</li><li>• Meet with your professor for approval of your chosen topic</li></ul>	The topic of your essay is established!
6 hours	<b>Search for Resources</b> <ul style="list-style-type: none"><li>• Search for peer-reviewed research papers and resources from credible sources using the <a href="#">TAMIU Library website</a></li><li>• Create your citation page based on the format designated by your professor</li><li>• Check out our <a href="#">ACE website</a> for resources for citation formats</li></ul>	The sources will help explain the reason why this topic should be researched.
2 hours	<b>Outline your Paper</b> <ul style="list-style-type: none"><li>• Based off your topic and research, outline your paper into topic ideas/paragraphs</li></ul>	The outline should create a clear structure of the essay.
2 days	<b>Conduct the experiment</b>	All data should be recorded.
2 hours	<b>Draft your introduction and thesis</b>	Introduction should provide insight on the topic while the thesis tells why the audience should care for the results.

4 hours	Write your Research / Methods section	Provide background information on the topic. Resources should be implied for support.  Methods should breakdown the experiment for the reader. Establish the criteria.
6 hours	Create you Data / Discussion section	Data should only state the facts. No interpretation of the results should be provided.  Discussion allows the analysis of the results. Resources could be used to support findings.
2 hours	Write your Conclusion / Revision section	Summarize the purpose of the experiment. Clarify the biggest takeaway/finding.

**TIP:** Schedule a [tutoring appointment at ACE](#) to review your essays. (5 min.)

### Task Scheduler

Use this section to schedule when and how you will complete your assignment tasks. Include what the outcome of the task was. You should not move on to the next task until the previous task is completed. Stick to your schedule.

Review the example below and then create your own task schedule.

Task: Complete research for final paper

Time Needed	Step	Outcome
2 hours	Search for articles on TAMIU Library website.	Spent 1.5 hours researching; found 10 articles that could be used.
1 hour	Make a list of which will be used for research paper.	Chose 5 articles for paper.



Task: \_\_\_\_\_

Time Needed	Step	Outcome

**Disclaimer:** Please use this document as a supplemental resource. You must follow class instructions and expectations set by your professor. This handout does not substitute your class nor does it cover the entire syllabus or course.