# Week 7: Organizing Our Writing, Using Images, Charts and Graphs

## **Instructor Notes:**

**This week does not have any interactive lesson/lecture as it’s intended to afford students an ability to catch up on their work and to ease their stress during midterm season.**

## Student Notes

It's Week 7, so we're more than halfway through the course. Time flies! Your first blog post is due this week and I know that everyone has midterms, so I've decided to lighten the load. We have a bit more reading this week, so we won't have an interactive lecture. Instead, you'll help each other out by summarizing the readings.

This week, you will:

* Read [Chapter 5](https://kpu.pressbooks.pub/businesswriting/part/chapter-5-organizing-your-ideas/) and [Chapter 12](https://kpu.pressbooks.pub/businesswriting/part/chapter-12-visual-communication-strategies/).
* Pick one concept that you learned about in one of those 2 chapters. Then, either  
  a) make a visual (chart, graph, infographic, etc) that teaches your classmates about the topic or  
  b) Use what you learned about paragraphs to write a clear paragraph that summarizes the topic.
* Hand in your first blog post.
* Bonus point: Since we're working on revision skills, call up someone in your pod (or another friend) and read your blog post out loud to them. Write a paragraph about how the experience felt and what you learned.
* Do the Questions of the Day.
* We won't have an interactive lecture, but I'll use the optional weekly synchronous lesson to hold extended office hours. Drop in, show me a draft of your blog post or ask me a question about your blog.

## Participation Activity

Let's help each other learn the readings. Read [Chapter 5](https://courses.kpu.ca/mod/url/view.php?id=1552676) and [12](https://kpu.pressbooks.pub/businesswriting/part/chapter-12-visual-communication-strategies/), then pick one concept you learned. To help your classmates learn the material, you can either:

A) Create a chart, graph, infographic or other visual that illustrates the topic. You can use free image makers like [Venngage](https://venngage.com/business?vap=adw-ven&utm_source=adw16&campaignid=880652085&adgroupid=45835816258&adid=249158399686&gclid=Cj0KCQjwoaz3BRDnARIsAF1RfLerx0vYWtDvX1Wpr1JAUqq-0W1I9RNkmY7TMHzKussWZRmM-YjyVJAaAvroEALw_wcB) (you have to make an account) or [Canva](https://www.canva.com/).

B) Use what you learned about paragraphs to write a clear, well-edited paragraph to explain the topic.

## Bonus Forum

For the bonus point, call up someone (a member of your pod, a friend or family member) and read them one of your blog posts. Write a short paragraph about how the experience went and what you learned.