General Syllabus

RHET 3603 Writing for the Workplace

Credit Hours: 3  Lecture Hours: 3

Prerequisite: ENGL 1213 Composition II or RHET 2863 Advanced Composition or consent of instructor

Effective Semester: Summer I 2013

I. Course Information

A. Catalog Description
Study and practice of workplace communication required of professionals who write as part of their jobs. Emphasis on developing a sense of audience and purpose, writing in teams, and learning problem-solving strategies. Intensive practice writing workplace documents such as memos, letters, résumés, and reports.

B. Additional Information

II. Student Learning Outcomes

A. Subject Matter
Upon successful completion of this course, the student will be able to:

1. Use correct, effective professional letter and memo formats;
2. Analyze audience and purpose for various rhetorical situations;
3. Use effective elements of layout and page design for workplace documents
4. Prepare and write effective employment documents;
5. Write effective letters and memos responding to typical workplace situations requiring written response;
6. Do effective research and prepare an independent written document, including graphics and visuals, reporting/displaying the findings;
7. Prepare an effective oral presentation of the research findings; and
8. Recognize and improve common weaknesses in workplace style, usage, and coherence.
B. University Learning Outcomes
This course enhances student abilities in the following areas:

Global and Cultural Perspectives
Students will study and discuss cultural differences and how they affect the writing/editing process.

Communication Skills
This course will involve students in reading course materials and texts produced by other students in the course, writing texts to respond to course assignments, and discussing course content, assignments, and other students’ texts.

Technological Skills
Students will be using electronic resources to research issues related to their chosen topics, analyzing and evaluating information, and communicating with others in the classroom about the texts they produce in the class.

Analytical Skills
This course focuses on analyzing and evaluating students’ own writing and the writing of their peers for elements of appropriate content, organization, style and proper editing.

Ethics
Editing the writing of others presents editors with ethical situations which must be resolved; students will discuss possible situations.

III. Major Course Topics
A. Professional letters (form and content);
B. Workplace memos (form and content);
C. Analysis of rhetorical discourse situations (purpose, audience, context);
D. Elements of layout and page design for workplace documents;
E. Employment documents;
F. Research and preparation of a document reporting/displaying the findings;
G. Use of graphics and visuals in written documents; and
H. Oral communication.