Mastering Workplace Writing

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this practical resource provides guidance for writing professionals to sustainably tackle the organizational writing challenges of any professional environment rooted in applied experience building a workplace writing center guides readers through the process of developing a writing center from assessing the needs of an organization and pitching the idea of a writing center to developing a service model and measuring progress chapters explore what a writing center can offer such as one on one writing consultations tailored group workshops and standardized writing guidance and resources although establishing a writing center requires time and a shift in culture up front it is a rewarding process that produces measurably improved writing less frustration with the writing and revision processes and more confident independent writers this guide is an invaluable resource for professionals across industries and academia considering how to establish an embedded sustainable and cost effective workplace writing center it will be of particular interest to business and human resource managers

considering how best to improve writing skills within their organizations

workplace writing beyond the text draws together a wealth of research into different aspects of writing in workplace settings creating a comprehensive picture of workplace writing and covering factors and activities that go far beyond the text in a full analysis of the challenges facing the student writer transitioning from the academy to the workplace this book covers topics ranging from intertextuality and collaborative writing practices to considerations of power and politeness and the impact of organisational culture and processes of socialisation brings together the multiple often interlinked factors that surround and impact on the process of workplace writing and the texts produced in professional settings takes a close look at the pedagogical implications of the various issues relating to workplace writing serves as a resource for teachers who want to go beyond potentially simplistic accounts of writing in the workplace and to provide students with a richer picture of what happens there workplace writing will be essential reading for any students pre and in service teachers and researchers with an interest in professional and business discourse and language teaching for specific purposes

this title presents a synthesis of what has been discovered about particle acceleration and kinematics from solar flare observations with the yohkoh soho trace cgro spacecraft and radio instruments over the last decade of the 20th century

rachel spilka brings together nineteen previously unpublished essays concerned with ways in which recent research on workplace writing can contribute to the future direction of the discipline of technical and professional writing hers is the first anthology on the social perspective in professional writing to feature focused discussions of research advances and future research directions the workplace as defined by this volume is a widely diverse area that encompasses small companies and large corporations public agencies and private firms and a varied population of writers engineers managers nurses social workers government employees and others because much research has been conducted on the relationship between workplace writing and social contexts since the ground breaking 1985 publication of odell and goswami s writing in nonacademic settings spilka contends that this is an appropriate time for the professional writing community to consider what it has learned to date and where it should be heading next in light of these recent discoveries she argues that now professional writers should try to ask better questions and to define new directions spilka breaks the anthology into two parts part 1 is a collection of ten essays presenting textual and qualitative studies conducted by the authors in the late l980s on workplace writing spilka has chosen these studies as representative of the finest research being conducted in professional writing that can serve as models for current and future researchers in the field barbara couture jone rymer and barbara mirel report on surveys they conducted relying on the social perspective both to design survey instruments and to analyze survey data jamie mackinnon assesses a qualitative study describing what workplace professionals might need to learn about social contexts and workplace writing susan

kleimann and editor rachel spilka discuss multiple case studies they conducted that help explain the value during the composing process of social interaction among the participants of a rhetorical situation judy z segal explores the negotiation between the character of western medicine and the nature of its professional discourse jennie dautermann describes a qualitative study in which a group of nurses claimed the authority to restructure their own procedural information system anthony paré finds in a case study of social workers that writing can be constrained heavily by socially imposed limitations and restrictions graham smart describes a study of discourse conventions in a financial institution geoffrey a cross reports on a case study of the interrelation of genre context and process in the group production of an executive letter and report part 2 includes nine essays that assess the implications of recent research on workplace writing on theory pedagogy and practice and future research directions mary beth debs considers research implications for the notion of authorship jack selzer explores the idea of intertextuality leslie a olson reviews the literature central to the concept of a discourse community james a reither suggests that writing as collaboration in the classroom focuses more on the production of texts to be evaluated than on ways in which texts arise out of other texts rachel spilka continues reither s discussion of how writing pedagogy in academia might be revised with regard to the social perspective patricia sullivan and james e porter respond to the debate about the authority of theory versus that of practice on researchers notions of methodology mary beth debs considers which methods used in fields related to writing hold promise for research in workplace writing stephen doheny farina discusses how some writing researchers are questioning the underlying assumptions of traditional ethnography finally tyler bouldin and lee odell suggest future directions for the research of workplace writing

workplace writing planning packaging and perfecting communication presents easy to follow instructions for producing all forms of workplace communication illustrated with interesting scenarios and examples featuring real people facing communication challenges on the job in this textbook the authors build upon the traditional writing process prewriting writing and rewriting with a unique approach that applies the writing process to both oral and written communication and uses terminology that relates to the world of work this thoroughly classroom tested approach to the communication process consists of the p3 process planning packaging and perfecting these three terms suggest to the reader that writing can be considered a product much like the products that people buy and sell in business in other words people can plan their documents package them and then perfect the product for the reader the p3 process is brought to life by using real business people facing real communication challenges at work from back cover

writing at work is made easier with this all inclusive guide offering a practical approach to writing in print and electronic formats these pages explore organizational images and cultures a writing strategy researching revising incorporating graphics letters and memos design employment communication reports proposals and instructions and oral communication

packed with real world examples successful writing at work concise 4e delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks based on the market leading successful writing at work 10e the concise edition covers the most essential skills for effective workplace communication the text begins with writing basics emphasizing the characteristics of effective writing the writing process ethics and the importance of audience it covers basic business correspondence walks students through formatting letters for a variety of business situations and features a step by step chapter on getting a job more advanced chapters focus on document design and visuals writing instructions and procedures writing reports proposals and making business presentations the fourth edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace

people read and write a range of english every day yet what counts as correct english has been narrowly defined and tested for 150 years this book is written for educators students employers and scholars who are seeking a more just and knowledgeable perspective on english writing it brings together history headlines and research with accessible visuals and examples to provide an engaging overview of the complex nature of written english and to offer a new approach for our diverse and digital writing world each chapter addresses a particular myth of correct writing such as students today can t write or the internet is ruining academic writing and presents the myth s context and consequences by the end of the book readers will know how to go from hunting errors to seeking and finding patterns in english writing today this title is also available as open access on cambridge core

an anthology containing 19 previously unpublished contributions some reporting on workplace writing studies completed since the mid 1980s and others introducing new arguments about research to date and future research directions annotation copyright by book news inc portland or

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intended for all levels of writing used at work including memos e mail status reports lab reports and marketing materials this book offers a guide to the rules of grammar and style that are required to achieve quality writing

in writing workplace cultures an archaeology of professional writing jim henry analyzes eighty three workplace writing ethnographies composed over seven years in a variety of organizations he views the findings as so many shards in an archaeology on professional writing at the beginning of the twenty first century these ethnographies were composed by either practicing or aspiring writers participating in a master s program in professional writing and editing henry solicited the writers participation in informed intersubjective research focused on issues and questions of their own determination most writers studied their

own workplace composing auto ethnographies that problematize these workplaces local cultures even as they depict writing practices within them henry establishes links between current professional writing practices and composition instruction as both were shaped by national economic development and local postsecondary reorganization throughout the twentieth century he insists that if we accept basic principles of social constructionism the text demonstrates ways in which writers write workplace cultures to produce goods and services whose effects go far beyond the immediate needs of its clients

this best selling text is more than a comprehensive introduction for the business writing course it also serves as a post college reference tool for students launching their careers successful writing at work is recognized for its abundance of realistic situations and problems broad range of real world examples and detailed guidelines for drafting editing and producing professional documents and graphics technology coverage includes researching with electronic and online resources writing for the web creating visually effective web sites using computer programs such as powerpoint and corel draw to enhance oral presentations and learning new technologies that continue to change the way people communicate in the workplace writing instruction covers how to prepare news releases in the chapter on summarizing material and instructions for policies and regulations in the chapter on writing instructions the documenting sources chapter features up to date coverage of mla and apa documentation styles up to date thought provoking approaches to business writing include enhanced coverage of thinking globally and multiculturally when communicating in various business contexts and engaging new real world examples that demonstrate the kinds of situations students will face on the job

the practical advice needed to improve writing and speaking skills for the workplace writing speaking at work delivers practical insight and instruction to help readers become effective communicators no matter where their careers may take them instead of detailing the various communications theories this text focuses on the two critical communication needs of business people writing and speaking the fifth edition features a new chapter on how to prepare executive summaries

teaches the attitudes and competencies necessary for success at work

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