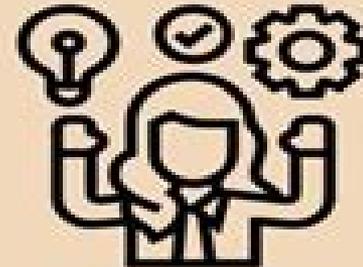


Why workplace writing skills matter



Professionalism



Competency



Representing the brand



Communicating ideas perfectly

Workplace Writing

Philip C. Kolin



Workplace Writing:

Building a Workplace Writing Center Jessica Weber Metzneroth, 2022-03-17 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

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history What impacts has writing had on society and the individual What does it mean to be and to learn to be an active participant in contemporary systems of meaning This cornerstone volume advances the field by aggregating the broad ranging interdisciplinary multidimensional strands of writing research and bringing them together into a common intellectual space Endeavoring to synthesize what has been learned about writing in all nations in recent decades it reflects a wide scope of international research activity with attention to writing at all levels of schooling and in all life situations Chapter authors all eminent researchers come from disciplines as diverse as anthropology archeology typography communication studies linguistics journalism sociology rhetoric composition law medicine education history and literacy studies The Handbook s 37 chapters are organized in five sections The History of Writing Writing in Society Writing in Schooling Writing and the Individual Writing as Text This volume in summing up what is known about writing deepens our experience and appreciation of writing in ways that will make teachers better at teaching writing and all of its readers better as individual writers It will be interesting and useful to scholars and researchers of writing to anyone who teaches writing in any context at any level and to all those who are just curious about writing

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Writing in the Workplace Rachel Spilka, 1993 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 1980s 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 Par 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

Writing in the Workplace Rachel Spilka, 1993 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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The Random House Guide to Business Writing Lewis, Andrew, Janis Forman, 1990-12

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An Insider's Guide to Academic Writing Susan Miller-Cochran, Roy Stamper, Stacey Cochran, 2021-09-30 An Insider s Guide to Academic Writing prepares students for writing in the humanities social sciences natural sciences and applied fields It also features a built in thematic reader that introduces students to the kinds of scholarly reading they will encounter in their courses

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