

RHETORIC & COMPOSITION 002 ASSIGNMENT SHEET

Unit 4: Workplace Literacy

RHETCOMP 002-1076 (T/TH 12:35-1:50)
OFFICE: Coughlin 249
SPRING SEMESTER 2007
MR. GOGAN
EMAIL: brian.gogan@marquette.edu

OFFICE HOURS:
T/TH 2:00-3:30
(& by appointment)
OFFICE PHONE: 288-3057 Ext. 5
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I. ASSIGNMENTS

- 1 Informal Report (letter format)
- 1 D2L Posting
- 3 Short Writings (SWs)
- Oral Presentations (OPs)
- Paper Brief

II. INFORMAL REPORT

Purpose:

- To enhance your workplace literacy and, hence, your critical thinking about the workplace.
- To demonstrate conventions of business genres and style.
- To demonstrate a problem-solution critical thinking skill.

Writer's Task

- Write an informal proposal report in letter format. You may choose a topic related to your job, an organization you participate in, etc. The idea is that you will identify a problem and propose a solution to a person who has the power to implement the solution. The report should demonstrate your understanding of (1) the issue as a rhetorical problem, (2) the business genre of report writing, (3) business style, (4) your audience(s) and (5) your understanding of workplace research methodology. Remember, business writing has four functions: to inform, to persuade, to generate goodwill, and to save readers time.

Possible Strategies

- Identify problems you've encountered on the job, as a volunteer, etc. (focus on non-MU issues)
- Think about which ones are rhetorical problems—i.e., problems that may be addressed via writing or speaking
- Brainstorm solutions
- Think about your audience—i.e., who has the power to implement your solutions?
- Think about your problem solution in terms of your own wishes but also in terms of your audience.
- Study the report handouts gather information on how to format your report

Sample Topics

- Propose a new process for checking residents into the dorms
- Propose a new community project to an organization that you're affiliated with

Audience:

You determine this, based on who has the power to implement your ideas

Format:

Informal report; letter format; 2 pp. single-spaced. Use the following heading on a **separate page**:

Your Name
RhetComp 002-1076
Mr. Gogan
Date
Unit 4 Report

Essay Grading Criteria:

1. Purpose/Audience Negotiation:

- Clearly define a problem and propose a solution
- Appropriately address the audience (one who has the power to implement the solution), with an eye toward informing them, persuading them, generating good will, and saving them time.

2. Organization:

- Given the purpose and audience, effectively organize the report via appropriate sections & headings
- Effectively organize individual ¶s (think: topic sentences)

3. Development:

- Given the purpose and audience, select & present information in terms of reader benefits and needs
- Use workplace research (Interview or Survey) as support for your report
- Write effective introductions with purpose statements and problem statements
- Write effective conclusions and recommendations

4. Writerly *ethos*:

- Demonstrate a confident, business-like *ethos*, including an awareness of ethical and legal concerns
- Display sound workplace research methodology

5. Readability:

- Effectively employ strategies of business style (e.g., you-view strategy, positive phrasing, clarity & conciseness, subject positions)
- When necessary, employ effective citation practices

III. D2L POSTING

Please see the D2L discussion board for instructions.

Due Dates:

D2L due BEFORE 4/17

IV. SHORT WRITING ASSIGNMENTS (SW) AND ORAL PRESENTATIONS (OP):

Purpose

- The sequenced SWs are intended to help you think about your essay topic so that you can revise your ideas as we proceed through the unit. If appropriate for your paper, your SW's *may be incorporated into your final essay*.
- The OPs are intended to help you become comfortable speaking in front of a group & giving briefs.
- You may always exceed the word count specifications.

Writer's Task and Due Dates:

SW 1 Th 4/12: (A) Define a problem for which you would like to recommend a solution [focus on off-campus issues: work, volunteer organizations, etc.]

(B) What type of research could you employ? How would the research impact your report?

Discourse Conventions: • Memo format; 1 page single-spaced; bring 1 copy to class

OP 1 Th 4/12: **Informal**-Read your SW to a small group (i.e., write for a listening audience)

SW 2 Th 4/19: Report on the progress of your final report

Discourse Conventions: • memo progress report format (the following section headings are common):

(a) Purpose (purpose statement as introduction)

(b) Work Completed (Including Research)

(c) Work Yet to Be Completed

(d) Questions/issues/concerns that you want to bring to the attention of your supervisor

- 1 page, single-spaced; bring 3 copies to class

OP 2 Th 4/19: **Informal**-Read your SW to your Review Board (talk them through the memo)

SW 3 T 4/24: Summarize your workplace research:

(A) Describe why you chose an interview/survey

(B) Detail what this research revealed

Discourse Conventions: • Business letter format; 1-page; single-spaced; bring 1 copy

OP 3 T 4/24: **Formal**-Present your SW 3 to the class

SW & OP Credit Criteria: You will receive credit for doing the SWs and OPs if you have

1. Completed them and brought them to class (or presented in class) on assigned dates

2. Document formatting MUST be professional in nature (see WL Chapter 7). Evidence of unprofessional craftsmanship will result in NO credit being awarded for the SW.

V. PAPER BRIEF

[6 people for this unit; the rest of you will speak in other units]

1. **Purpose:**
 - *To help you become comfortable speaking in front of a group*
 - *To give you practice giving brief summaries*
 - *To demonstrate your visual literacy*
2. **Audience:**
 - A listening audience (See D2L handout).
3. **Format:**
 - Speak for 5-minutes. You may use notes/outline but do not simply read your paper.
[Hint: 5 min speech equals @ 2 double-spaced pages]
4. **Content:**
 - Brief the class on your topic for essay 1
5. **Organization:**
 - In a summary/brief, (1) define your topic, (2) state your thesis, (3) give main points (reasons) that support your thesis (Use particular details sparingly)
6. **Style:**
 - Formal Briefing
7. **Visual aids:**
 - Should show your grasp of visual literacy (For instance, an effective PowerPoint).

Due Dates:

M 4/16 D2L Posting Due

W 4/25 Draft of report due, along with author sheet, **posted on D2L BEFORE 5:00 PM**

Th 4/26 Peer Review Board

Tu 5/1 Peer Review Session: Unit 5 Revision

Th 5/3 Unit Four Portfolio due: Final Report; Drafts; SWs; 4 Peer Review Sheets; Author Sheet

Th 5/3 Paper Briefs (If you signed up for Unit 4)

M 5/7 Final Exam: 3:30-5:30, Coughlin Hall 249

VI. UNIT 4 GRADE: (20 points) 20% of final course grade

The unit grade will be awarded to the final essay; *however*, short writings must be completed on due dates AND turned in with Portfolio Four in order for you to receive full credit for the unit; otherwise, you may lose 1/2 (percentage) point for each SW not completed on time or included in your portfolio.