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Sample Category 2 Assignment Sheet

**Category 2 Assignment Sheet**

**Workplace Literacy**

**Contemplating Lives in the Workplace**



This unit requires you to shift your rhetorical stance from student to the workplace. Thus, there is also a shift in genre and style. Applying the style and conventions of business writing, compose a **problem/solution** **report**, i.e., a proposal, in letter format. You may choose a topic related to the university, your job, an organization in which you participate, your apartment/dormitory, intramural sport, or in any public site. The report should demonstrate your understanding of (1) the issue as a **rhetorical problem** (define problem specifically), (2) the business genre of report writing (state your case in terms of the conventions of a workplace genre), (3) business style, and (4) your audience(s) (persuasively address a rhetorical audience). Keep in mind the four functions of business writing (**to inform, to persuade, to generate good will, and to save readers’ time**).

The readings for this unit engage various workplace issues to make you more literate regarding the concerns of your disciplinary workplace. As you read, think in terms of the issues with which they deal, what genres are employed (letters, memos, informal reports, etc.), and what styles the articles employ (business style conventions, implemented as strategies).

Possible topics include, but are not limited to, writing food service administration regarding cafeteria food; writing residence staff, proposing a new process for checking residents into the dorms; writing directors of non-profit organizations, offering ways to more effectively train volunteers; writing an organization leader, proposing a new community project to the organization with which you are affiliated; or writing directors of sport clubs, suggesting recruitment techniques. Remember that the audience **must** be able to take action (if persuaded).

**Purpose ~** (1) Being able to read **discourse conventions** of your disciplinary workplace genres and adapt your writing to them, thus using a genre for your own ends

(2) Being cognizant of the importance of your **voice** being heard in workplace issues

(3) Perhaps being more aware of how rhetoric can directly inform your daily life as well as the life of society

**Possible Strategies ~** (1) Identify problems that you have encountered at your institution, on the job, as a volunteer, etc.

(2) Think about which ones are rhetorical problems, i.e., the problems that may be addressed via writing/speaking

(3) Reflect upon possible solutions

(4) Think about your audience, i.e., who has the power to implement your solutions?

(5) Think about your problem/solution in terms of your own wishes and also in terms of your audience

(6) Study the report handouts and gather information regarding how to format your report.

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

**Logistics ~** This is a **single-**spaced report, spanning 1 page to be formatted in the business letter style (see template on d2l). It must cite any and all researched material (in a manner appropriate to the genre), meet all the qualifications on the “Paper Grading Criteria”. Please see me with questions.

**UNIT 4 PORTFOLIO (Letter, SWs, Peer Review )**

**Peer Review on December 5th**

**Assignment Due December 8th**

**(3 weeks)**

**Paper Grading Criteria**



**Purpose/Audience Negotiation ~**

* Clearly **define** a problem and **propose** a solution
* Appropriately address the audience (as stipulated by you in your report), with an eye toward informing this audience – informing, persuading, generating good will, and saving the audience time

**Organization ~**

* Given the purpose and audience, effectively organize the report via appropriate sections (and possibly headings)
* Effectively organized individual paragraphs (think – topic sentences)

**Development ~**

* Given the audience and purpose, select and present information in terms of reader benefits and needs
* Write effective introductions with purpose statements and problem statements
* Write effective conclusions and recommendations

**Writerly *Ethos* ~**

* Demonstrate a confident, business-like *ethos*, including an awareness of ethical and legal concerns

**Readability ~**

* Effectively employ strategies of business style (for example: you-view strategy, positive phrasing, clarity and conciseness, subject positions, etc.)
* When necessary, employ effective citation practices