

Workplace Writing Process

Overview

For this assignment, each group will serve in the roles of writer, editor, and approver of a proposal drafted by each group. The proposal will address areas of improvement on a website based on the Five Principles of Design listed in your textbook (see referenced page numbers below). Each group will work with the same website: <http://www.joneschijoff.com/>.

Your consultant firm has received a Request for Proposals (RFP) regarding the design of the aforementioned website. You will need to adopt the persona of a company or firm consulting on the design and usability of the website. You will need to create a name for your firm and draft your proposal using Google Documents addressing it to the owner of the website. It is important to use Google Documents because this will allow you to collaboratively write/edit/revise/approve the text in real time. Since we will be using Google Documents for this assignment, we will be able to track changes and comments at every stage from the initial text to the final product.

You need to justify your reasoning in your proposal as to why the areas you have highlighted need improvement. You should provide supporting documentation in the form of text from the website, screen captures, or images and attached them to your proposal as an addendum.

Goals of Assignment

The purpose of this assignment is to expose you, if only cursorily, to the function and use of the writing process within a workplace context. Discourse, in whatever form, is created within the workplace, and it almost always goes through a process of drafting, editing, revising, and, finally, approval. In doing this assignment, you should garner an understanding of the following:

- Workplace writing is hardly ever an individual effort.
- Workplace writing involves many internal and external pressures, e.g. deadlines.
- Workplace writing is often about compromise and tact.

How Will This Work

This assignment is a little complex in that a lot will be going on with one document. I have listed the steps out below to aid in understanding:

- Stage 1: Drafting the Document
 - Each group collaboratively drafts a proposal. These proposals should follow the guidelines outlined in your textbook (see referenced page numbers below).
- Stage 2: Review and Editing the Document
 - Once each group has drafted a memo, they will need to forward it to another group where it will be reviewed and edited. Each group needs to provide justification for why they made the changes they did and how that improved the document. Please use the following schedule to assist you with this process:

Group 1 ----> Group 2
Group 2 ----> Group 3
Group 3 ----> Group 4
Group 4 ----> Group 1

- Stage 3: Approval
 - After the review and edit stage, each group will send the document they have to the next group following the schedule outlined above. At this stage, each group will review and approve or not approve the proposal in front of them. If a group does not approve the proposal, then that group needs to provide justification for why they didn't approve it and explain what needs to be changed.

Note: As in most workplace environments, if you go high enough in the hierarchy, you'll eventually come to someone who has the final say on any issue. Since I am the instructor, I will serve in this capacity. (This doesn't mean I like this role, but for the purposes of this experience, I think it's important for you to understand.)

Reflective Memo

Each proposal will be turned in as a group assignment; however, you will also be required to write a one-page reflective memo individually addressing the strengths and weaknesses of the assignment, the group you were in, and yourself. This is an opportunity to highlight any issues or problems that happened within the group.

Evaluation Criteria

You will be graded on each stage of the project. How well the initial document was drafted, reviewed and edited, and commented on and approved will all be taken into account as well as if you followed the guidelines for drafting a proposal, used the design principles appropriately, the document is free of grammatical errors and stylistically appropriate for the workplace. My primary assessment focus for this assignment is on the process of creating the document and less on the product.

References

Writing Process: *Technical Communication Today (TCT)*, p. 20-32

Team Work: *TCT*, p. 68-75

Website Design: *TCT*, p. 349-368

Five Principles of Design: *TCT*, p. 232-260; 366

Onward!