Instructions to Students

Students receive their assignment instructions in the following three handouts:

1. Your Workplace COMM Wiki Assignment, Part 1
2. Welcome to Workplace COMM Wiki, Part 2
3. Welcome to Your Workplace COMM Wiki Assignment, Part 3.

Your Workplace COMM Wiki Assignment, Part 1

Welcome to this assignment, for which you will be finding your own examples of workplace writing. You will be analyzing your examples according to what you are learning in your COMM course. You will also be earning marks and possibly winning a prize.

This assignment has three parts:

Part 1: As homework, you individually find an example of written workplace communication, and analyze it according to what you're learning in your COMM course.

Part 2: In COMM lab, you individually upload your example to the COMM Wiki and upload or post your analysis. Your home team then posts a team analysis of the examples of each member of the team.

Part 3: In COMM lab, in your home team, you provide feedback to another team's analyses. You evaluate that team's work. You vote for a People's Choice Award.

Requirements for Part 1:

- Your example is of real workplace writing. The workplace could be a church, a sports team, a school, a restaurant, a store, a bus, or wherever employees or consumers need to be given information, instructions, or warnings. YOUR EXAMPLE SHOULD NOT BE TAKEN FROM THE INTERNET.
- Your example of workplace writing is of comparable length to the examples you were given in COMM class and supports an analysis of comparable length to the analysis you were given in COMM class.
- Your example of workplace writing should not be confidential or contain restricted information.
- Your example of workplace writing is digital. Mediaworks in the Library will help you edit your example. Mediaworks will also help you scan documents. You may borrow a camera from Audiovisual.
- Your analysis is a WORD file written in English.

Marks for the Assignment:

The **final** assignment is worth 10% of your total course mark.

Evaluation Checklist for Part 1 of the Assignment:

Finds an example of workplace writing and uploads it	1 x 1 = _____
Analyzes the example of workplace writing and posts the analysis	1 x 1 = _____
Provides specific examples of where the example of workplace writing matches the features of workplace writing in the table provided	1 x 2 = _____
Takes each feature of workplace writing in the table provided and discusses how well your example of workplace writing does its job	1 x 2 = _____
Raises a meaningful question to provoke further discussion of the example of workplace writing	1 x 2 = _____
The analysis is written in clear, correct English	1 x 2 = _____
TOTAL	_____ / 10

Welcome to Workplace COMM Wiki, Part 2

1. Individually, **upload your example and analysis** to your wiki.
2. In your home teams, look at each team member's workplace writing sample and read each member's analysis in the wiki.
3. Change the title of the member's analysis to **"Team Edit."**
4. As a team, revise each member's analysis by following the Team Edit Checklist below.

Team Edit Checklist

Improves the individual analysis by:
• Clarifying points and adding points
• Correcting any errors of interpretation of the document
• Correcting any errors in English

Use your copy of the "Table: Features of Workplace Writing" handout to ensure that the analysis covers each item in the table. If the workplace writing sample uses the feature, the

analysis should give an example of where it does. If the workplace writing sample does not use the feature, the analysis should explain why it does not.

Use your copy of the "Evaluation Checklist for Part 1 of the Assignment" handout to ensure that the analysis meets all the criteria.

5. **Double-check** that you have changed the heading to "Team Edit," and **save** the revisions. Do not worry that the individual's work will be lost. The wiki has a history area where it retains all earlier versions.
6. **Thank all the members of your team** for finishing Part 2 of the assignment.

Welcome to Your Workplace COMM WIKI Assignment, Part 3

Congratulations on completing Parts 1 and 2 of this assignment. For Part 3 of the assignment, you will be evaluating the work of another team, providing feedback to that team, and voting for the People's Choice Awards. You will

1. Evaluate each team analysis of each team member's example by naming that section of the wiki "Team Review," **writing a few comments** pointing out its specific strengths and needs for improvement, AND **giving it a score out of ten** according to the "Evaluation Checklist for Part 1 of the Assignment" handout.

> Team 1 will evaluate Team 2.
>
> Team 2 will evaluate Team 3.
>
> Team 3 will evaluate Team 4.
>
> Team 4 will evaluate Team 5.
>
> Team 5 will evaluate Team 1.

Ensure that your feedback is balanced, specific, and objective and given in a helpful spirit (see the Feedback Evaluation Checklist provided below).

Feedback Evaluation Checklist

Balanced. States the strengths of the analysis as well as pointing out areas needing improvement.
Specific. Points out particular points rather than making vague generalizations, e.g. "You pointed out how punctuation, for example, the exclamation mark, can be used to highlight information" rather than "Your observations were good."
Objective. Refers to the table of the characteristics of workplace writing and to the

assignment checklists.
Given in a helpful spirit. Includes encouraging words and phrases, such as "You omitted the apostrophe, which is a fairly common error" or "You identified a feature most people would miss."

2. **Individually, vote for the People's Choice Award for Best Example** of workplace writing. Look quickly through everyone's examples in your class (**not just the other team's**) and choose the example of workplace writing that makes you think, **"I'll never forget that example because it is so original, yet so to the point about what workplace communication is all about."** Vote for only one person.

3. **Individually, vote for the People's Choice Award for Best Analysis.** Vote for only one person. You may vote for the same person for both awards if you feel that person provided both the best analysis and the best example.

4. **Individually, prepare your final analysis for grading.** Use the title "Final Analysis." You may incorporate as much of the feedback and editing suggested by your class as you wish into your final document. Your final analysis will be evaluated solely by how well it meets the "Final Wiki Assignment Evaluation Checklist."