

Professional Writing Journal Assignment

Remley

Weeks 2-3: Documents in my field:

Research the kinds of writing professionals in your particular major area do; what kinds of documents do they complete: proposals; feasibility studies; manuals; forms; business plans; progress reports; incident reports...?? Consider all levels of work in that profession. You can find out by researching Online or asking professionals in that field. Create a template/form/table that allows you to indicate the different kinds of documents/writing. This should not be more than one page long.

Week 4: My Professional Preparation:

Prepare a resume (not more than 2 pages) and cover message (1 page); review information from the Flashline space regarding job application materials to help with this.

Weeks 5-10: Professional Audiences: Scholar versus Practitioner:

Each week, read an article from a scholarly publication and/or a practitioner-related publication pertinent to your major field, summarizing each article relative to content and style. That is, summarize the point of the article and main issues identified along with any conclusions.

Also, describe the use of quotes from outside sources, examples, statistical data, graphics/visuals to support statements/points. How many outside sources does the author(s) use? What kinds of examples does he/she use to illustrate appoint? How many graphics are included? Are statistical analyses presented—if so, how advanced? Use these attributes of the article and an understanding of the targeted audience to ascertain style differences associated with writing for different audiences.

You can find scholarly journals via Ohiolink's Electronic Journal Center; there may be some practitioner-oriented publications there, too. These summaries should not be more than one page, double-spaced, and you should balance between scholarly and practitioner-oriented publications.

Please list the work you are summarizing using APA or MLA format. See information on our Vista site regarding how to summarize empirical research reports.

Week 12: Digital Resume/Revise Print Resume

Revise resume from earlier in semester; also, prepare a digital resume. You can use any digital tool, but I want to see what the pages would look like (that is, you don't have to use html or xml).