

Sample Reading Log

Writing, Editing and Peer Review

Please complete and submit this reading log to D2L by Sunday night at 11:59pm. The log will be used in the reading discussion Monday in class.

Content

- *Reading*
 - Chapter 5, Effective Writing
 - Chapter 7, article “7.2 Basics of Document Design”
 - Chapter 17, Working in Teams
- *Additional Reading*
 - Communication for Professionals,
 - Chapter, Meetings, Teams & Projects, “Working in Teams”
 - <https://www.oercommons.org/courses/communication-for-professionals/view>

Describe the three-stage editing process.

List some characteristics of audience.

Professional writing has many characteristics. List 2-3 that were new to you.

How can you use positive and inclusive language at work?

Why is document design important?

Below describe the general design elements. The ones listed are most relevant to this course. Add others as you find them relevant.

Element	Its purpose & how to achieve it
White space	
Headings	
Graphical elements	
Paragraph length	
Margins	
Typeface	

What are some of the benefits of teams?

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Describe some characteristics of effective teams.

Define the five stages of team development.

- 1.
- 2.
- 3.
- 4.
- 5.

Take the Conflict Management Style Assessment. What is your style?

What are some of the benefits of conflict in teams? What are some ways to manage conflict effectively?

List four common ways of making decisions in groups. What are they? What types have you experienced in groups? What type of decision making do you prefer?

Learning Objectives

- Describe and practice the editing process
- Learn about elements of effective language use and apply them to sample writing
- Understand the characteristics of document design.
- Practice business writing skills
- Understand the importance of teams
- Identify the advantages and disadvantages of teams
- Understand the development process involved with teamwork