

Bring a Real Document to Class

Dr. Kathleen Vance



Description of the assignment

1. Each student brings to class a **digital example of real workplace communication** along with her/his analysis of the example.
2. Each student uploads the example and analysis onto his/her **wiki**.
3. In an assigned home team, students edit each other's analysis to produce a **"Team Analysis"** of each team member's workplace document.

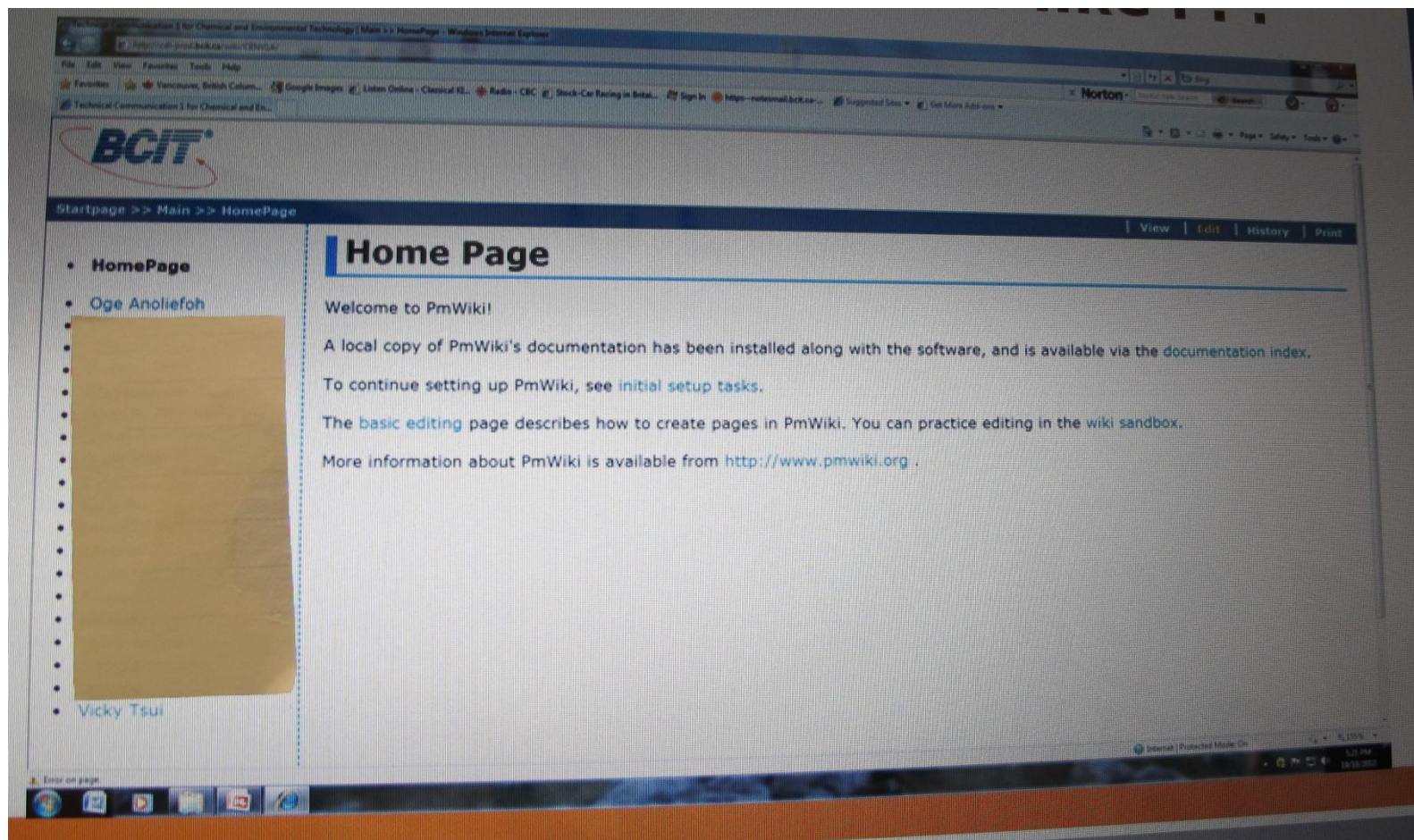
Description of the assignment

4. In their home teams, students provide feedback on another team's analyses. Students evaluate each analysis according to the provided checklist. This feedback appears in the wiki as a **"Team Review."**
5. Students vote individually for a **"People's Choice Award"** for best example and for best analysis of workplace communication.
6. Students submit a **final, individual analysis** of their own example for a grade.

Pedagogical Basis

- **Constructivist**: students create their own knowledge of business communication through autonomous discovery.
- **Situated cognition**: by finding real documents in their workplaces, students experience the connection between their world and the classroom and the discipline of business communication.
- **Cognitive apprenticeship**: graphic organizers (tables and checklists) serve as an external scaffolding to help the students to consciously follow patterns that have already been internalized by more experienced practitioners.

What the wiki looks like . . .



Sample Documents Uploaded by Students

School of Manufacturing, Electronics and Industrial Processes

September 8, 2009

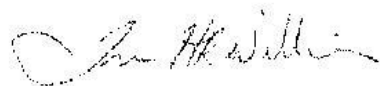
I would like to offer you my congratulations on your acceptance into your BCIT program and welcome you to our campus. It is our intention to provide the best and most relevant industrial engineering education programs possible. We hope that you will find the program you have chosen meets your expectations.

We expect that you will take an active role in your selected program since it is an investment in your future. Technology programs require a significant effort to be successful and your dedication will enable you to succeed.

All of our faculty have an open door policy and I suggest that you discuss any problems that may arise with them, your program head, the associate dean or myself.

Although your academic studies are the first priority, many other activities and the friendships made at BCIT will have a significant long-term effect on your life.

I wish you the best of luck at BCIT and look forward to meeting you in the next few months.

A handwritten signature in black ink, appearing to read "Trevor Williams". The signature is fluid and cursive, written over a light blue horizontal line.

Trevor Williams
Dean
Manufacturing, Electronics and Industrial Processes



入境健康提示卡

旅客请注意：

甲型H1N1流感症状如下：

发热(高于37.5℃)、流涕、鼻塞、喉咙痛、咳嗽、头痛、肌肉痛、乏力、呕吐和/或腹泻等。

为了您和他人的健康安全，提示：

一、您在入境后，自行实施7天的居家医学观察，尽量避免参加聚会，探望亲友和去人多的公共场所；

二、留存好旅行的相关信息，包括乘坐交通工具票据、住宿的票据；

三、居家医学观察期间，要保持良好卫生习惯，经常和彻底地用肥皂和水清洗双手。同时保证睡眠充足、营养膳食和坚持锻炼；

四、注意家庭成员个人卫生和环境卫生；

五、如果7日内出现上述症状，请及时与珠海出入境检验检疫局卫检处联系或及时到当地医疗部门就诊，并向医生说明旅行史。

珠海出入境检验检疫局卫检处 联系电话：15916268033

珠海出入境检验检疫局

就诊方便卡

致入境旅客：

鉴于您在入境以前可能感染传染病，为了您的健康，请您在入境后两周内保存好此卡。如在此期间您有发热、咳嗽、呼吸困难、呕吐、腹泻、头痛、急性皮疹、黄疸、淋巴腺肿等症状，持此卡到附近医院可以得到优先诊治，并向医师报告您最近在境外的旅行史，以助医师诊断您的疾病。

致就诊医师：

持此卡的病人最近从境外入境，可能感染传染病，请优先诊治，并重点排查 ACHINI。

请将病人的确诊结果及时向我局通报，谢谢您的合作。

联系单位：卫检处 联系电话：3231310、15916268033

旅客姓名：JACK CHEE JUNE WANG

联系方式：

发放日期：2009.8.24

中华人民共和国
珠海出入境检验检疫局

FOR YOUR HEALTH

TO ENTRY PASSENGERS:

You are required to keep this card for 2 weeks for the sake of your health since you might be exposed to communicable diseases before arriving in China mainland.

If you develop any symptom such as fever, cough, difficulty breathing, acute skin rash, jaundice, diarrhoea, vomiting or glandular swelling etc, please go to the nearby hospital and show this card to the physician, you will get the priority of diagnosis, Your information on the recent travel outside China mainland may be helpful to your physician in making a diagnosis.

Relation unit: Sanitation Quarantine Dept
Telephone: 3231310th, 15916268033

Your Name:

Tel No.:

Entry-Exit Inspection
and Quarantine Bureau
of the P.R.China



HEALTH RECOMMENDATIONS FOR PASSENGERS

The symptoms of this new H1N1 flu virus in people include fever(37.5°C or above, runny/ stuffy nose, sore throat ,cough, headache ,body aches, fatigue ,diarrhea and vomiting.

For the health of yourself and others, we recommend that:

1,PLEASE stay home for 7 days for medical observation by yourself. Limit your contact with other people as much as possible after entry , avoid to take part in parties, visit families and friends and go to public place with many people assembled;

2,Keep your detailed information of your traveling history well, such as the ticket of traffic, accommodation vouches,etc;

3,While you're under medical observation at home, Please keep good health habit, Wash your hands often with soap and water, especially after you cough or sneeze.In the meantime, Please insure yourself plenty of sleeping time , nutrition dining and keep on exercise.

4,Keep yourself and family in a clean environment,maintain health habit as well.

5,If you have any of the above symptoms during the 7 days, please get in touch with us or seek medical care immediately and declare your travel history beforehand.

Tel. No.:15916268033.

Zhuhai Entry-Exit Inspection
and Quarantine Bureau

How the students respond

- By paying close attention to each other's examples and analyses
- Seeing each other's work as a measure of what it is possible to achieve
- Supporting each other's efforts and tactfully pointing out areas for improvement
- Discovering that they have already experienced workplace communication and are able to form their own judgments about it

Acknowledgements

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