

Damascus University

Faculty of Arts and Humanities

Department of English

Third Year / Second Semester

Module: Writing for the Workplace

First Lecture

Forward: Course Introduction

Welcome to our course: Writing for the Workplace, a course that explores writing genres commonly used in professional workplaces. These genres include various types of correspondence—letters, memos, and emails—as well as reports, proposals, and abstracts (or summaries) and CV writing and cover letters. As a student in this class, you will study how these written genres are shaped by different workplace rhetorical situations, or contexts. Indeed, knowing the rhetorical context (audience + purpose) of any situation in which information needs to be shared will help you navigate available document formats, and will help

you learn to write for similar yet inevitably different workplace situations.

We are supposed to meet twice a week. In the first session, we will introduce a genre and in the second, we will have a practice in which you are expected to write and discuss your writing as a class.

Please note that this course has no textbook. Therefore, focus on the lectures please. I will provide you with everything needed for this course.

Course objectives

Here are the key objectives you will be able to meet by the end of the semester:

- Understand the value of good writing skills.
- Identify the skills necessary for effective writing and communicating.
- Learn the importance of clarity and persuasiveness in writing.
- Identify the audience or audiences of a writing task and analyze their needs, attitudes, expectations, and the

rhetorical purpose of the writing task in order to present information accurately and persuasively.

- Produce documents typically required of workplace professionals that meet readers' informational needs and genre expectations (e.g., they are well-organized, acknowledge realistic constraints, credible, current, comprehensive, and accurate).
- Identify a work-related problem or opportunity in order to complete a project that presents results, discussion, and conclusions.
- Gather, analyze, evaluate, and/or synthesize information from print and electronic sources, including workplace documents, to develop writing projects and present and document sources accurately and ethically.
- Integrate visuals, text, and basic principles of document design using appropriate digital technologies.
- Revise and proofread documents for readability, accessibility, ethical presentation, style, tone, and usage.

This is just a brief introductory lecture. Next lecture will be an introductory one as well. We will discuss the differences between

oral and written communication in the workplace before we delve deeper in the subject matter of our module.

Thank you!