This text is a compilation resource for instructors of workplace writing and oral presentations. The activities in this book can add value and energy to the classroom by engaging students in activities that support their learning. Handouts, links, activity variations, and debrief questions are included.
2: Audience Analysis

3: Intercultural communication

4: Writing skills and process

5: Document Formatting
6: Research, Information Literacy, and Documentation

7: Persuasive messages

8: Routine and Negative News Messages

9: Reports
10: Oral Communication

11: Employment communications

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