

Memo

To: Danielle Nicole DeVoss
From: YOUR NAME HERE
Date: 3/18/2011
Re: Final Project Proposal

Project Purpose

State the purpose of your project. Be sure to explain why the project is useful and/or interesting, how it connects to this class, how it connects to your major/goals/ideal job, etc.

Project Product

Describe the product of your project and your methods/approach to completing the project, as best you can at this point. For example:

- Will you be creating the design and an identity marker for your professional portfolio web site? If so, what specific visual elements do you plan to create? What research and design processes will you engage to create these elements, workshop them, test them, and polish them?
- Will you be writing a report analyzing, critiquing, and making suggestions for the visual content of a web site? Will you work with representatives of the group whose web site you are critiquing? What specific aspects of the site will you focus on in your report? How will you analyze and propose suggestions for these specific aspects?
- Will you be designing a logo for a nonprofit organization you're working for/with? What steps will you take as you get started? What research will you do? How often will you meet with representatives of the company? What example documents/materials will you incorporate the logo into to present as part of your final project?
- Will you be creating a set or sequence of assignments for integrating visual work into a writing course you are teaching or plan to teach? If so, how will you begin work? Will you review existing syllabi and assignments? Will you brainstorm ideas with other teachers? How will you use the work and research we've been reading to scaffold your assignments? What, specifically, will you produce?

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Report Writing for Criminal Justice Professionals Larry Miller, John Whitehead, 2017-09-14 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75 percent of their time writing administrative and research reports The information provided in these reports is crucial to the functioning of our system of justice Report Writing for Criminal Justice Professionals Sixth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition includes updates to reference materials and citations as well as further supporting examples and new procedures in digital and electronic report writing

PROFESSIONAL COMMUNICATION KAVITA TYAGI, PADMA MISRA, 2010-12-16 With the younger generation today seeking jobs in multinational corporations large companies or the civil services in the government and the competition becoming stiffer and stiffer with each passing day it is only natural that the ability to communicate effectively precisely as well as to acquire communication skills has become more important than ever before A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication And professional communication is no exception to this This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals Divided into five parts and 19 chapters the book begins with a discussion on the concept of communication and then it goes on to give in detail features of a language as a tool of communication the communication process models and barriers to communication The text also elaborates on word formation vocabulary sentence structure and paragraph development In addition it explains different forms of technical communication the format layout and style of business communication technical documents such as theses scientific articles and research papers and technical proposals Furthermore the book provides value based text reading from celebrated writers This student friendly book suffused with practical examples is primarily intended as a textbook for the first year students of engineering B Tech of UP Technical University for their course on Professional Communication It will also be of immense benefit to undergraduate students and technical professionals across the country **KEY FEATURES** Gives a broader perspective on communication and its barriers Provides a more comprehensive division of the different types of reports Elaborates on various approaches to presentation strategies **ADVANCED TECHNICAL COMMUNICATION** KAVITA TYAGI, PADMA MISRA, 2011-02-04 Businesses use technical writing extensively to communicate both within and outside the organization And so it is essential for an individual aspiring to be an executive to master the art of communication This accessible and compact book on Advanced Technical Communication discusses how students can learn and master not only

the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents. The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing and layout and format of business letters and resumes. What is more it elaborates on technical documents such as technical proposals, reports and specialized documents like theses, research papers and dissertations, differentiating them adequately. Finally, the text covers many of the soft skills required today, for example, presentation skills, interpersonal skills and group discussion/GD skills. This student-friendly book, suffused with practical examples, is primarily intended as a text for the first-year students of Engineering B.Tech of Uttarakhand Technical University for their course on Advanced Technical Communication. It will also be of immense benefit to undergraduate students in other universities and engineering colleges/institutes as well as technical professionals.

KEY FEATURES Provides comprehensive coverage of soft skills. Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers. Gives a critical evaluation as well as text of George Orwell's *Animal Farm*.

An Introduction to Writing for Health Professionals Glennis Zilm, Beth Perry, 2019-10-18 NEW
Expanded coverage of research, digital literacy, communication on social media and electronic mediums reflects advances in online culture. NEW Fully revised SMART Ways for Other Routes chapter includes principles of documentation and charting electronic communication including email, instant messaging, social networking and blogs, curriculum vitae and dissertations. NEW Points to Remember section at the end of each chapter formerly SUMMARY highlights key information using bullet points.

Civil Engineer's Handbook of Professional Practice Karen Lee Hansen, Kent E. Zenobia, 2011-03-31 A well-written hands-on single source guide to the professional practice of civil engineering. There is a growing understanding that to be competitive at an international level, civil engineers not only must build on their traditional strengths in technology and science but also must acquire greater mastery of the business of civil engineering. Project management, teamwork, ethics, leadership and communication have been defined as essential to the successful practice of civil engineering by the ASCE in the 2008 landmark publication *Civil Engineering Body of Knowledge for the 21st Century BOK2*. This single source guide is the first to take the practical skills defined by the ASCE BOK2 and provide illuminating techniques, quotes, case examples, problems and information to assist the reader in addressing the many challenges facing civil engineers in the real world. *Civil Engineer's Handbook of Professional Practice* focuses on the business and management aspects of a civil engineer's job, providing students and practitioners with sound business management principles. Addresses contemporary issues such as permitting, globalization, sustainability and emerging technologies. Offers proven methods for balancing speed, quality and price with contracting and legal issues in a client-oriented profession. Includes guidance on juggling career goals, life outside work, compensation and growth. From the challenge of sustainability to the rigors of problem recognition and solving, this book is an essential tool for those practicing civil engineering.

Writing Effective Business Letters, Memos, Proposals, &

Reports Samuel A. Cypert, 1984 *Managerial Communication* Geraldine E. Hynes, Jennifer R. Veltsos, 2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today's workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book's strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology This is probably the best book on Managerial Communication in the market Astrid Sheil California State University San Bernardino *Writing to Go* Rob Colter, 2009 In today's fast paced world of 3 mail and instant messaging writing with clarity is more important than ever In *Writing to Go* bestselling author Rob Colter takes us through the writing process in ten easy steps From the classroom to the office Colter's Top Ten Writing Tips will give you the confidence to compose your correspondence with greater speed and impact covering everything from knowing your purpose and audience to selecting your format organizing your points and writing clearly and effectively With its practical information down to go is the perfect pocket resource **Advanced Abstract Algebra** , **Business Communication** , Computerworld , 1985-08-12 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network *Business Communication: Concepts, Cases and Applications (for Chaudhary Charan Singh University)* P. D. Chaturvedi, 2013 Fundamentals of Business Communication P. D. Chaturvedi, Mukesh Chaturvedi, 2012 Communication is the essence of management To succeed in a professional corporate environment it is imperative to be well versed in the essential communication tools These help one not only in developing interpersonal relations but also in maintaining effective business relations which is necessary for personal as well as organizational growth Fundamentals of Business Communication on fundamentals of business communication identifies outlines and elucidates the prominent concepts that undergraduate students should understand to prepare for and excel in their carriers Brimming with examples exhibits and exercises this book will serve as suitable guide for students preparing to step in to competitive professional world **Communicating Professionally** Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 The new third edition of *Communicating Professionally* is completely revised with new sections outlining the opportunities offered by contemporary communication media *Report* , 1967 The Smart Way Glennis Zilm, Cheryl Entwistle, 2002 The SMART Way is a guide for nurses and nursing students who wish to improve their writing skills This second edition examines the essential elements of written communication and teaches readers how to apply the

SMART approach to writing using the five steps of Source Message Audience Route and Tone Following the latest APA style guidelines The SMART Way illustrates the various forms of common written communication such as e mail letters memos reports resumes briefs articles and research papers The book also includes many useful sample documents and helpful skill testing exercises Book jacket

Success with English Communication Viviers,1992-12 **Analyzing and Reporting Focus Group Results** Richard A. Krueger,1998 Richard Krueger offers a rich and valuable discussion of focus group analysis that is sure to become a major guide in future focus group efforts Because analyzing focus group data is different from analyzing data collected through other qualitative methodologies it presents new challenges to researchers Analyzing and Reporting Focus Group Results offers an overview of important principles guiding focus group research and suggests a systematic and verifiable analysis strategy Krueger is not doctrinaire but instead offers multiple approaches and invites others to share their strategies for analysis The book is helpful for academic audiences focus group practitioners and the occasional moderator And the straightforward approach contains hundreds of helpful tips The reader of this volume is bound to find delightful strategies that will improve analysis

Managerial Communication Jennifer R. Veltsos,Geraldine E. Hynes,2021-01-05 The market leading Managerial Communication Strategies and Applications equips students with the communication strategies and skills that managers need in today s workplace Authors Jennifer R Veltsos and Geraldine E Hynes provide a holistic overview of communication supported with a solid research base and a focus on competencies that lead to managerial and organizational success The Eighth Edition features new and expanded coverage of timely topics including remote working virtual presentations cultural sensitivity and crisis communication

Writing for Science and Engineering: Papers, Presentations and Reports Heather Silyn-Roberts,2000-10-11 Are you a post graduate student in Engineering Science or Technology who needs to know how to Prepare abstracts theses and journal papersPresent your work orallyPresent a progress report to your funding bodyWould you like some guidance aimed specifically at your subject area This is the book for you a practical guide to all aspects of post graduate documentation for Engineering Science and Technology students which will prove indispensable to readers Writing for Science and Engineering will prove invaluable in all areas of research and writing due its clear concise style The practical advice contained within the pages alongside numerous examples to aid learning will make the preparation of documentation much easier for all students

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