

**University of Arkansas – Fort Smith**  
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**General Syllabus**

**RHET 3603 Writing for the Workplace**

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours: 0

Prerequisite: ENGL 1213 Composition II or RHET 2863 Advanced Composition or consent of instructor

Effective Catalog: 2019-2020

**I. Course Information**

**A. Catalog Description**

Study and practice of workplace communication required of professionals who write as part of their jobs, developing a sense of audience and purpose, writing in teams, and learning problem-solving strategies. Practice writing workplace documents such as memos, letters, résumés, and reports.

**B. Additional Information**

None.

**II. Student Learning Outcomes**

**A. Subject Matter**

Upon successful completion of this course, the student will be able to:

1. Use correct, effective professional letter and memo formats.
2. Analyze audience and purpose for various rhetorical situations.
3. Use effective elements of layout and page design for workplace documents
4. Prepare and write effective employment documents.
5. Write effective letters and memos responding to typical workplace situations requiring written response.
6. Do effective research and prepare an independent written document, including graphics and visuals, reporting/displaying the findings.
7. Recognize and improve common weaknesses in workplace style, usage, and coherence.

## **B. University Learning Outcomes**

This course enhances student abilities in the following areas:

### **Analytical Skills**

#### **Critical Thinking Skills**

Students will identify problems/issues and develop solutions/analysis. Students will analyze a variety of texts for their rhetorical and/or literary features, as well as analyze the rhetorical situation to which the texts they produce respond.

#### **Communication Skills (written and oral)**

Students will communicate proficiently. Students will practice communication skills through discussions, presentations, and a variety of required written assignments.

#### **Ethical Decision Making**

Students will model ethical decision-making processes. Students will practice critical response to the writing of others, responsible use of research materials and intellectual property, and the ethical use of persuasion.

#### **Global & Cultural Perspectives**

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own. Students will analyze the rhetorical situation, produce texts for a variety of audiences, and avoid the use of biased language.

## **III. Major Course Topics**

1. Professional letters (form and content)
2. Workplace memos (form and content)
3. Analysis of rhetorical discourse situations (purpose, audience, context)
4. Elements of layout and page design for workplace documents
5. Employment documents
6. Research and preparation of a document reporting/displaying the findings;
7. Use of graphics and visuals in written documents;
8. Oral communication