Example of Week One: Workplace Writing (WR-101)

WR-101	In-Class Activities and Topics	To do Before Next Class
Tuesday **Week 1**	Introduction to the class Discussionss & brainstorms: - What different kinds of reading and writing do you do in a typical week? - What makes a piece of informative or persuasive writing *good* or *not so good*?	Read from our textbook (about 8 pages total): - ñHow is Writing Learned?ò - ñWhat is Good Writing?ò - ñWriting Instructions and Directionsò Find yourself and bring to class: 1 example of well-written instructions *and* 1 example of not-so-well-written instructions
Thursday **Week 1**	Discussion: typical features of workplace writing versus other types of writing Small group sharing & whole class discussion of example instructions. What features of the examples seem to work well? How would we improve them? In-class brainstorm: Rough draft of Assignment #1: Instructional Document	Read from our textbook (about 5 pages total): - ñGetting to Know Your Audienceò & ñOrganization and Outlinesò Read from Moodle: 2 examples of student-written instructional documents (about 1-3 page each) Write: Instructional Document (rough draft): DIRECTIONS: Explain step by step how to complete a specific process many people may not know how to do (not as simple as changing a lightbulb or making a sandwich, since most people can do these things). Along with your instructions, include a paragraph analyzing the imagined audience for your instructionsð that is, the readers you envision using your instructionsð what are they like and what might they need as readers? LENGTH: 2-4 pages, formatted for easy reading, plus the the audience analysis paragraph

IN-PERSON & ONLINE CLASSES: Whatôs right for you?

- Can you to get to campus regularly and on time?
- Do you value having a regular structure to help you stay on top of work?
- Do you like to talk and listen to discussions and ask questions in real time?

If you mostly answer ñyes,ò an IN-PERSON class may work for you!

- Are you far from campus or uncertain you can get here on time regularly?
- Can you manage your time independently, to keep up with weekly work without in-person reminders?
- Do you prefer to write out responses to ideas, rather than talking and listening in a shared space?
- Do you have access to and some comfort with technology, so that you can find materials on Moodle, submit work online, and ask questions via email?

If you mostly answer ñyes,ò an ONLINE class may work for you!

What about HYBRID?

Hybrid classes offer the best (and worst) of in-person and online classes. They allow for shared learning and flexible scheduling by having regular but fewer meetings on campus *and* required online work. Doing *both* parts is essential to your learning and to passing the class.

If you value in-person interaction, can get to campus, *and also* can manage your time independently to complete weekly online work, a **HYBRID class may work for you!**

Clackamas Community College

Questions? Please contact the Writing Faculty Placement Advisor at pass.writing@clackamas.edu