

CLASS NAME: REPORT WRITING & COMMUNICATION

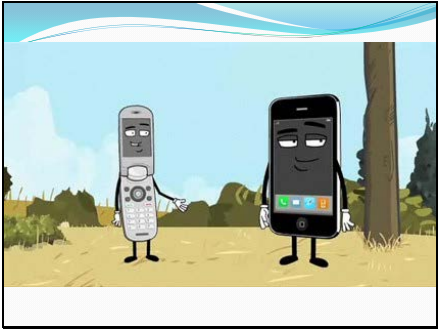
CLASS CATEGORY: COMMUNICATION

CREDIT HOURS 3

CLASS NUMBER: 17341

INSTRUCTOR NUMBER: 119

INSTRUCTOR: Ken LaBelle



WHY ARE WE HERE?

BETTER CLARITY

CLEARER DIRECTIONS

LESS MISUNDERSTANDING

MR DUCKS
MR NOT
OSAR
C DM WANGS
LIB
MR DUCKS

**I will seek and I will find you.
I shall take you to bed and have my way with you.
I will make you ache, shake, and sweat until you moan
and groan.
I will make you beg for mercy,
You will beg me to stop.
I will exhaust you to the point that you will be relieved
when I'm finished with you.
And, when I am finished, you will be weak for days.**

The Flu

REDUNDANCIES

LOOK FOR WAYS TO DROP WORDS

WITHOUT CHANGING THE MEANING

Daniel is now employed at a rehabilitation center working as a physical therapist.

Daniel **works** at a rehabilitation center as a physical therapist.

EMPTY OR INFLATED PHRASES

We will file the appropriate papers in the event that we are unable to meet the deadlines.

We will file the appropriate papers **if** we are unable to meet the deadlines.

EMPTY OR INFLATED PHRASES

<u>INFLATED</u>	<u>CONCISE</u>
ALONG THE LINES OF	LIKE
AT THE PRESENT TIME	NOW, CURRENTLY
BECAUSE OF THE FACT THAT	BECAUSE

EMPTY OR INFLATED PHRASES	
<u>INFLATED</u>	<u>CONCISE</u>
BY MEANS OF	BY
DUE TO THE FACT THAT	BECAUSE
FOR THE REASON THAT	BECAUSE

EMPTY OR INFLATED PHRASES	
<u>INFLATED</u>	<u>CONCISE</u>
IN ORDER TO	TO
IN SPITE OF THE FACT THAT	ALTHOUGH, THOUGH
IN THE EVENT THAT	IF
UNTIL SUCH TIME AS	UNTIL

ADD NEED WORDS
DO NOT OMIT WORDS NECESSARY FOR COMPLETENESS

ADD NEED WORDS
I HAVE NEVER AND NEVER
WILL ACCEPT A BRIBE.
I HAVE NEVER ACCEPTED AND
NEVER WILL ACCEPT A BRIBE.

MODIFIERS
MODIFIERS SHOULD POINT CLEARLY
TO THE WORDS THEY MODIFY.
AS A RULE WORDS SHOULD
BE KEPT TOGETHER.

MODIFIERS
THE ROBBER WAS DESCRIBED AS A SIX
FOOT-TALL MAN WITH A MUSTACHE
WEIGHTING 150 POUNDS

MODIFIERS

**THE ROBBER WAS DESCRIBED AS
150 POUNDS, A SIX FOOT-TALL MAN
WITH A MUSTACHE.**

APPROPRIATE VOICE

**VOICE IS A GRAMMATICAL TERM
WHICH IS USED TO TELL IF ACTION IS
BEING RECEIVED OR ACTING**

ACTIVE & PASSIVE VOICE

ACTIVE VOICE

MORE FORCEFUL

SIMPLER & MORE DIRECT

CAN BE HARSH

PASSIVE VOICE

USUALLY WORDIER

**OFTEN RESULTS IN
ROUND ABOUT WRITING**

CAN BE AWKWARD

JARGON

**USE ONLY WHEN YOUR READERS
WILL BE FAMILIAR WITH THE WORDS**

SOME FORMS OF JARGON

INCLUDES PUFFED WORDS

**PUFFED WORDS ARE WORDS
DESIGNED TO IMPRESS**

PUFFED WORDS ARE WORDS
Vs.
COMMENCE BEGIN
COMPONENTS PARTS
ENDEAVOR TRY
EXIT LEAVE

PUFFED WORDS ARE WORDS
Vs.
PRIOR TO BEFORE
PRIORITIZE SET PRIORITIES
UTILIZE USE
VIABLE WORKABLE

PUFFED WORDS ARE WORDS

Vs.

FACILITATE	HELP
FACTOR	CONSIDERATION, CAUSE
FINALIZE	FINISH
IMPACT ON	AFFECT

PUFFED WORDS ARE WORDS

Vs.

INDICATOR	SIGN
INPUT	ADVISE
OPTIMAL	BEST
PARAMETERS	BOUNDARIES

SEXIST LANGUAGE

AVOID STEROTYPICAL THINKING

AVOID MAN WORDS

STEREOTYPICAL MANWORDS	
INAPPROPRIATE	APPROPRIATE
CHAIRMAN	CHAIRPERSON, CHAIR
CONGRESSMAN	REPRESENTATIVE, LEGISTOR
FIREMAN	FIREFIGHTER

STEREOTYPICAL MANWORDS	
INAPPROPRIATE	APPROPRIATE
MANKIND	PEOPLE, HUMANS
TO MAN	TO OPERATE, TO STAFF
WORKMAN	WORKER, LABORER

GRAMMAR

A SENTENCE IS

A *sentence* is the largest independent unit of grammar: it begins with a capital letter and ends with a period, question mark, or exclamation point.

FRAGMENTED CLAUSES

**A FRAGMENTED CLAUSE IS LIKE
A SMALL SENTENCE**

USALLY THEY HAVE WORDS LIKE

AFTER

BECAUSE	UNLESS
BEFORE	UNTIL
IF	WHEN
SO	WHERE
THAT	WHO
THROUGH	WHICH

Jane will address the problem of limited on-campus parking. If she is elected special student adviser.

Jane will address the problem of limited on-campus parking, if she is elected special student adviser.

RUN ON SENTENCES

THERE ARE TWO TYPES OF RUN-ON SENTENCES

NO PUNCTUATIONS MARKS

My car is out of gas we cannot reach town before dark

COMMA SPLICES

This has been a very dry summer, therefore, the supply of water in the reservoirs is low

COMMA SPLICES

USALLY HAVE ONE OF SIX WORD WITH THEM

AND, YET,
BUT, FOR,
OR, SO,

TO CORRECT RUN-ON SENTENCES

USE A COMMA
USE A SEMICOLON (or, colon or a dash)
MAKING IT INTO SEPRATE SENTENCES
RE-WRITE THE SENTENCE

**DO NOT USE COMMAS UNLESS
YOU HAVE A GOOD REASON**

RULES FOR COMMAS
**TO SEPARATE THE ELEMENTS IN A
SERIES (THREE OR MORE THINGS),
INCLUDING THE LAST TWO.**
**"He hit the ball, dropped the bat, and ran
to first base."**

RULES FOR COMMAS
**TO CONNECT TWO INDEPENDENT
CLAUSES**
(and, but, for, nor, yet, or, so)
**"He hit the ball well, but he ran toward
third base."**

**RULES FOR COMMAS
TO SET OFF INTRODUCTORY
ELEMENTS**

*Running toward third base, he suddenly
realized how stupid he looked*

PUNCTUATION

**THE APOSTROPHE
,**

**IS USED TO INDICATE POSSESSION
OR
FOR CONTRACTIONS**

THE EXCLAMATION POINT
!

**USE TO HIGHLIGHT A
EXCEPTIONAL FEELING**

USE FOR SPECIAL EMPHASIS

THE ELLIPSIS MARK
...

**USE THE ELLIPSIS MARK TO
INDICATE THAT YOU HAVE
DELETED MATERIAL FROM
AN OTHER WISE WORD FOR
WORD QUOATION.**

MECHANICS

CAPITALIZATION

CAUTION

**CAPITALIZE DOES NOT
TO MAKE THEM MORE
IMPORTANT**

CAPITALIZATION

PROPER NOUNS

NAME OF SPECIFIC

**PLACES
PERSONS
THINGS**

CAPITALIZATION

PROPER NOUNS

**MONTHS
HOILDAYS
DAYS OF THE WEEK**

CAPITALIZATION

ABBREVIATIONS

**DEPARTMENTS AND AGENCIES
OF GOVERNMENT, CORPORATIONS
AND OTHER ORGAINZATIONS**



ABBREVIATIONS

USE ONLY WHEN CLEARLY APPROPRIATE

**USE STANDARD APPROPRIATE
ABBREVIATIONS**

Mr.	JR.
Ms.	Ph.D.
Dr.	M.D.
Rev.	M.A.
Prof.	C.B.O.

ABBREVIATIONS
INAPPROPRIATE
IN FORMAL WRITING
DO NOT ABBREVIATE
UNITS OF MEASURE
DAYS OF THE WEEK
HOLIDAYS
MONTHS

NUMBERS
SPELL OUT NUMBERS
WITH ONE OR TWO WORDS
FIGURES THAT NEED MORE THAN
TWO WORDS USE NUMBERS
EXCEPTION IF A SENTENCE
STARTS A NUMBER

SPELLING
MANY PEOPLE FEEL THAY CANNOT SPELL
THEY EQUAITE SPELLING
WITH INTELLIGENTS

SPELLING

**MISSPELLING IS OFTEN THE RESULT
OF INCORRECT PRONUNCIATION**

<u>INCORRECT</u>	<u>CORRECT</u>
CONGRADULATIONS	CONGRATULATIONS
DISCRIBE	DESCRIBE
GOVERNMENT	GOVERNMENT
ENVIROMENT	ENVIRONMENT
SECATARY	SECRETARY

SPELLING

<u>INCORRECT</u>	<u>CORRECT</u>
PROCEDE	PROCEED
RECIPT	RECEIPT

SPELLING

WAYS TO CORRECT SPELLING

BOOKS ON SPELLING

ELECTRONITS

WORD PROCESSERS

Heating and Air Conditioning
Suite #1
At the time of **inspecton** the heating and air conditioning unit could not be located.
Suite #2
The current tenant denied access to this suite.
Suite #3
The heating unit appears to be at or near the end of its life cycle. This suite has a newer air conditioning unit that appears to be operating normally. The heat exchanger was not tested for leaks. If leaking these leaks would allow carbon dioxide to enter the conditioned space. The burner assembly was not inspected at this time, because the suite was occupied and using the air conditioning unit. It is recommended that prior to the heating season that a licensed heating contractor checks this unit. The exhaust vent appears to have been moved. Most likely it was moved at the time the new cooling unit was installed.

The screenshot shows a 'Spelling and Grammar' dialog box for the word 'inspecton'. The text in the background is: 'At the time of **inspecton** the heating and air conditioning unit could not be located.' The dialog box has a 'Suggestions' list with 'inspecton' and 'inspector'. Buttons include 'Ignore', 'Ignore All', 'Add', 'Change', 'Change All', 'AutoCorrect', 'Check grammar', 'Options...', 'Undo', and 'Cancel'.

WRITING STYLES

APA AND MLA
AMERICAN PSYCHOLOGICAL ASSOCIATION
(APA)
and
MORDEN LANGUAGE ASSOCIATION

APA IS THE MOST COMMON
FOR BUSINESS USE
IS VERY SPECIFIC IN IT'S REQUIREMENTS
HAS REQUIREMENTS FOR EVERYTHING
EVEN THE WEIGHT OF THE PAPER

MLA IS CONSIDERED LESS FORMAL
COMMON STYLE FOR NEWSPAPERS
HAS LESS SPECIFIC REQUIREMENTS
DOES REQUIRE A TITLE

COMMON DIFFERANCES		
	MLA	APA
MARGIANS	1" - 1 1/2"	1"

COMMON DIFFERANCES		
PUNCTUATION		
	MLA	APA
LEAVE 1 SPACE AFTER WORDS, COMMAS ECT.	LEAVE 1 SPACE AFTER ALL PUNCTUATION AND WORDS	
WORD, WORD	WORD , WORD	

WRITING STYLE	
THE RHETORICAL SITUATION	
FIVE FACTORS THAT INFLUENCE YOUR WRITING	
1) THE OCCASION	
2) THE PURPOSE	
3) THE TOPIC	
4) THE READER	
5) YOU	

BASIC TIPS FOR WRITING
DRAFTING
REVISING / EDITING
PROOFREADING

BASIC TIPS FOR WRITING
DRAFTING
OVERVIEW
PRE-WRITING
EXPLORING NEW IDEAS

BASIC TIPS FOR WRITING
REVISING EDITING
TO BE DONE AFTER DRAFTING
THE MORE IMPORTANT THE WRITING
THE MORE IT NEEDS TO BE REVISED

BASIC TIPS FOR WRITING

EDITING

ARE THE SENTENCES CLEAR

DO THE SENTENCES MAKE SENSE

DOES A SENTENCE SEEM TO RAMBLE

BASIC TIPS FOR WRITING

EDITING

DOES THE SENTENCE READ SMOOTHLY

IS THE SENTENCE TOO LONG

ARE KEY POINTS AND WORDS CLEAR

BASIC TIPS FOR WRITING

PROOFREADING

**NO WRITING SHOULD BE CONSIDERED
COMPLETE UNTIL IT HAS CAREFULLY
PROOFREAD**

BASIC TIPS FOR WRITING

PROOFREADING

READ THE PAPER OUT LOUD

ALWAYS TRY TO WAIT A DAY

USE THE COMPUTER

BASIC TIPS FOR WRITING

PROOFREADING

IF HIGH PROFILE

HIRE A PROFESSIONAL EDITOR

ASK SOME ELSE

EMAIL

EMAIL IS NOT PRIVATE

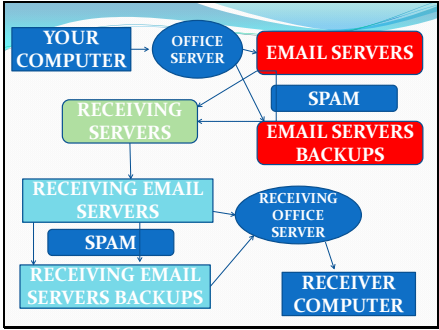
BE CAREFUL OF REPLIES

BE CAREFUL OF JOKING

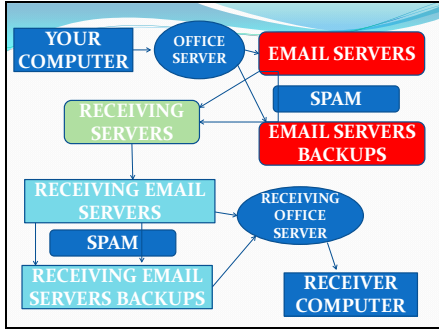
WATCH FOR ALL CAPS

USE THE SUBJECT LINE

EMAIL
EMAIL IS NOT PRIVATE
HOW EMAIL WORKS





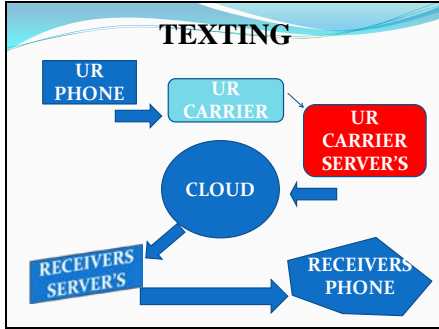


EMAIL

BE CAREFUL OF REPLIES
BE CAREFUL OF JOKING
USE THE SUBJECT LINE

EMAIL

G-MAIL, YAHOO MAIL,
AOL MAIL... ECT.
DATA MINING





QUESTION?
