

Workplace Writing



Planning, Packaging,
and Perfecting
Communication



Sharon J. Gerson
Steven M. Gerson

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Pearson



Workplace Writing Planning Packaging And Perfecting Communication:

Workplace Writing Sharon J. Gerson, Steven M. Gerson, 2008-12-30 *Workplace Writing Planning Packaging and Perfecting Communication* presents easy to follow instructions for producing all forms of workplace communication illustrated with interesting scenarios and examples featuring real people facing communication challenges on the job In this textbook the authors build upon the traditional writing process prewriting writing and rewriting with a unique approach that applies the writing process to both oral and written communication and uses terminology that relates to the world of work This thoroughly classroom tested approach to the communication process consists of the P3 Process Planning Packaging and Perfecting These three terms suggest to the reader that writing can be considered a product much like the products that people buy and sell in business In other words people can plan their documents package them and then perfect the product for the reader The P3 Process is brought to life by using real business people facing real communication challenges at work from back cover *Approaches to Specialized Genres* Kathy Ling LIN, Isaac N. Mwinlaaru, Dennis Tay, 2020-12-29

Approaches to Specialized Genres provides a timely update of the field of genre studies with 14 cutting edge contributions split into five sections using and integrating an exceptionally wide variety of methods and perspectives such as ESP genre research corpus linguistics systemic functional linguistics ethnographic and multimodal research to analyse genres in written spoken visual and auditory modes across a multiplicity of pedagogic professional and digital settings It highlights and illustrates the growing trend of a multiperspective and inter theoretic approach to genre studies and demonstrates how such methodological rigour can extend our knowledge of language in general and genres in particular It also examines a rich variety of underexplored genres such as the digital genre of synchronous videoconferencing instructional slides video ads engineers training log book entries the narrative story genres fundraising letters and retraction notices It demonstrates not only the prominent value of genre research but wide applications of genre knowledge in various educational and professional domains The book brings together experts spreading across the world including countries in South East Asia Europe America West Africa and South America Accordingly it will appeal to readers of diversified socio cultural backgrounds working in all the aforementioned inter related fields of applied linguistics and communication studies **Workplace Writing Planning**

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