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A Brief Guide to Professional Writing

Revised Fall 2002 by J. Haggaman and S. Denney
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If you are like most DeVry Addison students, you'll take Professional Writing (English 227) in your 5th or 6th term. But you may be asked to write in the business context long before that. This brief guide is intended to get you through those assignments.

In this document, we can only introduce you to some of the fundamental concepts of professional writing—concepts you'll work on in more depth in your courses. Therefore, **TAKE THE ADVICE OFFERED ONLY AS GUIDELINES.** When you get to your English 227 class or to your workplace, your instructor or supervisor may give you more specific suggestions about how they want you to write.

What is professional writing?

Professional writing is writing done in a workplace context to enable and support the work of a company (i.e., buying, selling, producing goods and providing services, making profits, etc.). To facilitate that work, professionals have to communicate with each other, and they have developed a number of formats and conventions to make the exchange of ideas go more smoothly.

Professional people typically write to

- inform—share information with— their audience; and/or
- persuade—build goodwill with or enlist the help of— their audience.

They typically communicate through the following formats:

- Forms (e.g., time cards, billing invoices, inventory tracking forms, etc.)
- E-mail messages and memos (typically to an audience inside the business)
- Letters (typically to an audience outside the business)
- Reports
- Proposals

How is professional writing similar to / different from the kind of writing you have done before?

Whenever you encounter a new situation, your brain recalls relevant past experiences to give you some idea of what to do in the new situation. However, it usually happens that some aspects of the past experiences transfer to the new, but not all. The trick is to

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Daniela Niemeyer



A Brief Guide To Professional Writing Devry University:

The Top Books of the Year A Brief Guide To Professional Writing Devry University The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have captivated audiences this year. A Brief Guide To Professional Writing Devry University : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. A Brief Guide To Professional Writing Devry University : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papan, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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