

Written Communication Outcomes

Student Leader Learning Outcomes (SLLO) Project

Definition Of Written Communication:

Writing is the representation of language in a textual medium through the use of a set of signs or symbols (known as a writing system).

(Taken directly from: http://en.wikipedia.org/wiki/Written_communication)

Outcomes:

Students will be able to:

- Effectively communicate through the written word for a wide variety of purposes and audiences
- Accurately convey the intent of their message when writing
- Structure written communication that is clear, logical, and easy to follow
- Use correct mechanics such as grammar, spelling, and punctuation
- Select and incorporate appropriate supporting materials
- Effectively adjust their writing styles to appropriately address the audience

Other Useful Rubrics Related to This Topic:

Oral Communication, Interpersonal Communication

Resources:

- Writing Center at Texas A&M University
<http://writingcenter.tamu.edu/>
 - Provides handouts, webliography of online resources, consultant services, freelance editors, workshops
- Writing Skills: Before You Write It Down, Know This (Mindtools.com)
<http://www.mindtools.com/CommSkill/WritingSkills.htm>
- The OWL (Online Writing Lab) at Purdue University
https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/workplace_writers.html
 - Effective Workplace Writing
 - Audience Analysis Overview
 - Introduction to Pre-Writing
 - Email Etiquette
 - Writing the Basic Business Letter
 - Memo Writing
 - Tone in Business Writing
 - Paragraphs and Paragraphing
 - Using Appropriate Language