

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
 - Effective Workplace Writing
<http://owl.english.purdue.edu/owl/resource/624/01/>
 - Audience Analysis Overview
<http://owl.english.purdue.edu/owl/resource/629/01/>
 - Introduction to Pre-Writing
<http://owl.english.purdue.edu/owl/resource/673/01/>
 - Email Etiquette
<http://owl.english.purdue.edu/owl/resource/636/01/>

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- Writing the Basic Business Letter
<http://owl.english.purdue.edu/owl/resource/653/01/>
- Memo Writing
<http://owl.english.purdue.edu/owl/resource/590/01/>
- Tone in Business Writing
<http://owl.english.purdue.edu/owl/resource/652/01/>
- Paragraphs and Paragraphing
<http://owl.english.purdue.edu/owl/resource/606/01/>
- Using Appropriate Language
<http://owl.english.purdue.edu/owl/resource/608/01/>

AggiEfolio Competencies That This Rubric Addresses:

To set up a free AggieEfolio account, please visit <https://career180.tamu.edu/portfolio/>

Cluster 1: Problem Solving and Thinking Skillfully

- Observation Skills
- Analyzing Critical Data

Cluster 2: Communicating Effectively

- Basic Communication Skills
- Written Communication Skills
- Technical Writing Skills

Cluster 6: Managing Resources

- Managing Self