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/CommSkll/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/
Written Communication Outcomes
Student Leader Learning Outcomes (SLLO) Project

- 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 AggiEfolio 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