



| Wk | Focus & Medium | Weekly Topic & Assignment | |
|---|--|---|---|
| 1 Jan 9 th to 14 | (pg 1 of 2) | 1.book.read.d1<ch.2> | <-- due wk1.d2 |
| | Assignments | 1.write.reflect.d2 | <doc> due wk1.d2 |
| | | 1.words.wordbook.d3 | <doc> due wk2.d1 NEW <handing out in class> |
| | Announcements | 1.write.item.d1<ch2> | <doc> due wk1.d2 ==>THIS DOCUMENT<== |
| | Week 1 Locker et al. Ch 2 Overview | <p>-----</p> <ul style="list-style-type: none"> • As a refresher, all “write” tasks now have a Brightspace posting. • Please help the instructor by copying and pasting text to both brightspace and google.sheets assign.submit tab in the rows designated with your name to support class corpus analysis work. Thanks! <p>-----</p> <ul style="list-style-type: none"> ➤ Ch2 of Locker et al. discusses the importance of goodwill in communication. This form of business communication seats the customer as a partner and contributor to success. It neglects to mention that “yes” sticthfix may send flowers and a nice note, but it is also doing so because each click helps builds profiles of what clothes are trendy and more likely to be purchased by high, medium, and low stichfix purchasers. ➤ Communication channels, such as phone calls, letters, emails, texts, apps, web conferencing, etc., show that, at present, companies will use whatever channel necessary to reach their audience in a meaningful and responsive manner. Business automation facilitates this communication to help make more connections at the right moment. For instance, the custom pet food company, The Farmers Dog, will text you immediately at any time of day if there is an issue. Per Locker p37, this builds enormous trust and a positive emphasis, i.e., your dog matters. ➤ Locker pg 38-47 reviews tone, pronouns, pointing the finger at someone versus implying a finger is suggested, titles, salutations, etc. ➤ please pay particular attention to people with disabilities and diseases, so you never refer to someone by their condition, blind see, wheelchair mobility, or victim but rather by indication. Generally, if you work in healthcare, precise language style guides are provided for you. Otherwise, don’t refer to a person by their indication, and you will be fine. ➤ Curiously pg 50 mentions the email waste valley but doesn’t provide meaningful future content. Let me help. Email is GOING AWAY. While seemingly compelling, its net productivity is questionable. Robotic hegemony may eventually narrow communication to object/target answers, such as the mere two steps required to pay your Verizon phone bills. Of course, some form of the email will always support love notes, settle disputes, and confirm legal matters. ➤ Future business production will operate on transactions and information flow systems detailing tasks^^. Slack is an email replacement, and I got <=5 emails per week at Alert Innovation, but it is many other productivity issues. <p style="text-align: right;">Assignment Part I:</p> <p>1.write.item.d1<ch2></p> <ul style="list-style-type: none"> ❖ v p.32, the description of “you attitude” will become natural to you as it's the primary way to step out of yourself into another's shoes, i.e., point of view. ❖ Write a 2-5 sentence paragraph answering 2.11, p.57, Advising a hasty subordinate from “you attitude.” This means to stop getting “flamed,” your going to take ownership of everyone in the department on how you didn't understand their potential point of view | |
| | Assignment Description 1 of 2 | | |
| | 1.write.item.d2<ch2> | | |
| | ^^ retreived from https://screenrec.com/business-communication-app/email-alternatives/ : | | |

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|---|---|---|
| <div data-bbox="87 132 136 338"> <p>1</p> <p>Jan 9th to 14th</p> </div> | <div data-bbox="245 132 423 170">(pg 1 of 2)</div> <div data-bbox="245 407 423 445"> <p>Assignments</p> </div> <div data-bbox="188 474 482 504"> <p>1.write.item.d2<ch2></p> </div> <div data-bbox="204 539 466 573"> <p><u>express yourself</u></p> </div> <div data-bbox="219 573 453 928">  </div> <div data-bbox="162 1026 511 1898">  </div> | <div data-bbox="553 138 943 168"> <p>2.11 Advising a Hasty Subordinate</p> </div> <div data-bbox="553 191 1528 256"> <p>Three days ago, one of your subordinates forwarded to everyone in the office a bit of email humor he'd received from a friend. Titled "You know you're Southern when . . .," the message poked fun at Southern speech, attitudes, and lifestyles. Today you get this message from your subordinate:</p> </div> <div data-bbox="683 289 1373 426"> <p>Subject: Should I Apologize?</p> <p>I'm getting flamed left and right because of the Southern message. I thought it was funny, but some people just can't take a joke. So far I've tried not to respond to the flames, figuring that would just make things worse. But now I'm wondering if I should apologize. What do you think?</p> </div> <div data-bbox="1227 464 1560 497"> <p>Assignment Part II:</p> </div> <div data-bbox="537 501 889 535"> <p><u>2.write.item.d2<ch2></u></p> </div> <div data-bbox="537 573 1414 611"> <p>=> The opposite of the "you attitude" is well "I."</p> </div> <div data-bbox="537 648 1536 758"> <p>Our class work focuses on tangible outcomes to help you feel good about yourself and express yourself like Madonna. In the 80s/90s, this was a super <u>original video</u>.</p> </div> <div data-bbox="537 798 1487 907"> <p>So put the video on and express yourself in terms of a written LinkedIn description of your personhood and skills.</p> </div> <div data-bbox="537 947 1341 984"> <p>Don't worry. This won't be your final version!</p> </div> <div data-bbox="583 1022 1544 1169"> <ul style="list-style-type: none"> • Get the deets on the page, so I have some content to help you craft a social media presence eliminating the sophomoric and casting your <u>crème de la crème</u>. </div> <div data-bbox="537 1211 1276 1278"> <p>===== Here is an example</p> </div> <div data-bbox="537 1318 1552 1948"> <p>About:</p> <p>I am a technical curriculum developer, instructional designer, and university instructor who delivers effective learning experiences and creative content. Deep reengineering work and hands-on programming help me assess situations, decipher solutions, and bridge content to learners.</p> <p>Key offerings include</p> <ul style="list-style-type: none"> • Passion for instructing practice-oriented learning. • Proven skills in partnering with leaders and engineers to intuit goals and frame needs analysis. • Skilled at mapping an instructional designer's strategy and staging complex materials. • Need the complex explained? Rely on my keen grok skills to decipher, translate, and bridge content. • Do other people matter? Of course, tutoring a clinical associate to pass TEAS and start nursing school. <p>My engineered >_7_Pillars_of_Python course coming to ICARUS AI 1Q23.</p> </div> |