**Writing Workplace Documents Storyboard**

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| --- | --- | --- |
| **Image Description/Drawing: 1. TITLE SCREEN** | **Image Description/Drawing: 2. OVERVIEW**  [**Old school laptop, coffee and pda**](https://www.flickr.com/photos/42231620@N07/4004643107/in/photolist-76SQSP-nxxZFJ-bmJRRE-nxyHXB-nQ3GUR-nPZ9JJ-nxyHG6-nPZb6G-nRQczt-iFMEAF-eR7hdr-eRiH15-eRidQ9-eR6Rwe-eRibZq-eRie1A-8tAc6t-eRiduu-bFh2bH-bFh2bT-cyVA1Q-nxyJoX-nT2Awf-6HamW2-eR7gJx-eRiAqS-eR7h3g-eRiADf-eR7jFk-eRiFXf-eRiFKs-eR7dLR-eR7efk-eRiG3m-eR6Ryv-eRic81-eR6T7k-eRiEno-eRiEz7-eR7fVD-eRiLz5-raqas8-bFh2bZ-bFh2bR-9CzKRB-pW54Ws-eR6QGv-eR6Rd6-eRiebU-eR6SkM)[CC BY 2.0](https://creativecommons.org/licenses/by/2.0/) | **Image Description/Drawing: 3. BUILDING PARAGRAPHS**  [**Paragraph photo**](https://www.flickr.com/photos/aresauburnphotos/2242828135/in/photolist-4qc5EB-4qc3R4-egNkSY-qjuhuk-7pcBQe-rF1G41-q5t7Zt-5WUY4V-98Yytm-RWtFU-6WhHq2-t8n7Ec-6Tvvyz-ssMLhY-7ueoN3-4vuuCW-boKxvw-upq4ys-7qdtrR-tpQExx-urEoGM-7ZnpXt-9q3bZJ-cp4eam-7mH4EX-aSxTft-6Fnons-9tJFHS-sEoPV-7Vosh4-taSSVn-9u5VL6-9u5W3z-jDXGTG-o67QrB-6d84Um-dQybZt-9u8WqE-a5CaTC-6FRaNj-csXxnC-6GvL43-ssWbwx-dcW1Xm-e4BuT5-QRUYN-4Dfpj-owTxWq-9u8W61-dk1RUb)[CC BY-SA 2.0](https://creativecommons.org/licenses/by-sa/2.0/) |
| **Image Credit:** | **Image Credit: CC-BY from Flikr** | **Image Credit: CC-BY SA from Flikr** |
| **Spoken Text:** | **Spoken Text:** No matter what kind of organization you work for, you can expect that there will be some form of written communication used to communicate, record, keep track of things or make requests. Some of the more common written workplace communication methods and tools are covered in this section. | **Spoken Text:**You first begin by focusing on building awesome paragraphs. This includes choosing a good topic sentence, developing the body of your message and a conclusion. |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 4.**  **FIVE TYPES OF DOCUMENTS** | **Image Description/Drawing: 5. PURPOSE AND PRACTICE**  [**DMA letter and envelope photo**](https://www.flickr.com/photos/jhandbell/15664711311/in/photolist-pSeJVv-7uGxFw-nUdWeB-udLPaN-oce1E9-7iSKrT-nzcBBA-dHCa5f-6M7yKR-qavoeM-vcbi2P-oLsRJR-ncG9yN-c2BGx5-byJYhu-6CMdyK-8GGvWU-7Wvk6B-b2BN1r-6yqVbA-6GR9DC-KDf6w-9sd1cs-gTYLc-4NTNj3-fy6Y9e-HTB4-9scZVy-etwYZs-eiNaKG-ohqpir-9sa26X-uRQUMt-7jmCW7-nubvQR-bsYCaw-3rLG3W-yK68n6-7ttGdB-6PouZB-Kzbc9-717Wbe-5rHHw9-69guf-6LGiHP-72Dzyt-nUPzLJ-9hpA16-7eYmMy-bTHgwx)[CC BY-SA 2.0](https://creativecommons.org/licenses/by-sa/2.0/) | **Image Description/Drawing: 6. GETTING FAST** |
| **Image Credit:** | **Image Credit: CC-BY SA from Flikr** | **Image Credit:** |
| **Spoken Text:** We then turn the focus to the five types of documents you will most likely use in the workplace. These include: 1. Emails, 2. Short Reports, 3. Business letters, 4. Memos and 5. Fax Cover Sheets. | **Spoken Text:** You’ll learn about the purpose of each of these documents and get practice discerning when to use each of the various document formats. When looking at the content itself, you will still keep in mind the audience, and balance that with your purpose to inform or persuade them. | **Spoken Text:** Near the end of the chapter you’ll learn about using the acronym FAST as a tool to stay mindful about your choices of Format, how you consider your Audience as well as the Style and Tone of your document. Taken together the acronym also helps you stay on top of an important plain language writing principle---Get to the point fast! |
| **Written Text (on a laptop or some other screen) : 1. emails 2. Short reports, 3. Business letters, 4. memos, 5. Fax cover sheets** | **Written Text:** | **Written Text on a laptop or some other schreen:**  **(Is there a way to write the letters FAST horizontally then have them flow vertically to spell out what each letter stands for?) (Format Audience, Style, Tone)** |
| **Music/Sounds: Typing sounds** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 7.**  **REVIEW**  [**Happy office worker photo**](https://www.flickr.com/photos/125303894@N06/14387367072/in/photolist-n3G3S-7rQs4R-nTrNV5-8XSJbv-5W67g3-69epF5-nVn1YY-cptrD3-5W1N8M-8Mfso2-dRsLkh-nVn1Du-7bho38-88VweF-7HPxgg-9buNpN-jXtiMZ-iFiov3-hN1djZ-qFVYuS-osPizj-67Xj6L-9NKZZY-88VwBK-87fe1a-yo5YZa-fSfnDz-fJz4ZR-u3i188-7PPaf4-8HvLma-7PSnT9-7PSnM5-6jfxwt-7VeQW2) | **Image Description/Drawing: 8. CLOSING SCREEN** | **Image Description/Drawing: 9.** |
| **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit:** | **Image Credit:** |
| **Spoken Text:**  By polishing your paragraph composing skills and learning about the five types of documents that will suit your purpose, you should be well poised by the end of this chapter to be a FAST master crafter of effective messages in workplace documents! | **Spoken Text:** | **Spoken Text:** |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds: Restaurant** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

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| **Image Description/Drawing: 10.** | **Image Description/Drawing: 11.** | **Image Description/Drawing: 12.** |
| **Image Credit:** | **Image Credit:** | **Image Credit:** |
| **Spoken Text:** | **Spoken Text:** | **Spoken Text:** |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

**Writing Workplace documents Script (Draft)--Writing Module**

(run time approx 1 min 59 sec)

1. TITLE SCREEN

2. OVERVIEW

No matter what kind of organization you work for, you can expect that there will be some form of written communication used to communicate, record, keep track of things or make requests. Some of the more common written workplace communication methods and tools are covered in this section.

3. BUILDING PARAGRAPHS

You first begin by focusing on building awesome paragraphs. This includes choosing a good topic sentence, developing the body of your message and a conclusion.

4. FIVE TYPES OF DOCUMENTS

We then turn the focus to the five types of documents you will most likely use in the workplace. These include: 1. Emails, 2. Short Reports, 3. Business letters, 4. Memos and 5. Fax Cover Sheets.

5. PURPOSE AND PRACTICE

You’ll learn about the purpose of each of these documents and get practice discerning when to use each of the various document formats. When looking at the content itself, you will still keep in mind the audience, and balance that with your purpose to inform or persuade them.

6. GETTING FAST

Near the end of the chapter you’ll learn about using the acronym FAST as a tool to stay mindful about your choices of Format, how you consider your Audience as well as the Style and Tone of your document. Taken together the acronym also helps you stay on top of an important plain language writing principle---Get to the point fast!

7. REVIEW

By polishing your paragraph composing skills and learning about the five types of documents that will suit your purpose, you should be well poised by the end of this chapter to be a FAST master crafter of effective messages in workplace documents!

8. CLOSING SCREEN

