

Professional Communications

A Common Approach to Work-place Writing

This open textbook is designed to support the learning outcomes of Fanshawe College's first-year Common Communications curriculum and is designed to guide college students in developing the vital communication skills that will help with the real, everyday tasks of writing and speaking in their chosen profession. Organized in five major units— Communication Foundations, Professional Writing Processes, Routine Workplace Communication, Employment and Interpersonal Communication, and Presentations and Group Communication —this opened educational resource is conveniently presented in a variety of AODA-compliant formats and written in the reader-friendly style. Structured around the learning outcomes of Fanshawe's first-year communications courses, this textbook helps ensure that students graduate with the communication skills necessary to succeed in the modern workplace.

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PROFESSIONAL COMMUNICATIONS

A Common Approach to Work-place Writing

First Edition

Adapted from material originally published by
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and eCampusOntario**

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Common COMM Curriculum

