

# Memo

To: All Business and Professional Communication Students  
From: Dr. Alison Witte  
Date: 8 January 2020  
Re: Instructions for completing the Writing in the Professions Inquiry

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The purpose of this memo is to provide instructions for the Writing in the Professions Inquiry.

## Summary:

In this collaborative project, you will conduct an interview with someone who works in the professional field you plan to enter or, if you already know what specific job you plan to pursue, someone who does that job.

## Project Instructions:

1. **Select a person to interview and contact them with a direct and polite email requesting an interview.**
  - a. Interviews should be conducted in person when possible; over the phone or video-chat (Facetime, Skype, etc.) is a second option.
  - b. The email should indicate the timeline for the assignment and suggest a few options for interview dates and times.
  - c. The interview should be recorded so you can accurately represent the participants answers in your report.
2. **Interview your participant.**
  - a. Professional Biography and Details
    - i. What company does the participant work for?
    - ii. What is the participant's job title? What are the typical responsibilities for that job?
    - iii. How long has the participant been in their professional field? What training and past experience do they have?
  - b. Writing for Work
    - i. What types of writing does the participant do at work? This should include formal and informal genres of writing.
    - ii. How often does the participant use writing? What percentage of the work day or work week does he/she spend writing?
    - iii. How did the participant learn to do the writing he/she does?
    - iv. What type of writing is most essential to working with clients/customers/consumers?
    - v. What type of writing is most essential to working with colleagues?
  - c. Writing as a Professional
    - i. Why, in the participant's opinion, is writing important in the workplace?
    - ii. What skills are most needed to be successful in workplace writing?
    - iii. What is one thing the participant wishes he/she would have known or learned before he/she began working in their professional field?
    - iv. What advice about writing would the participant give to students preparing to work in his/her field?

3. *Write a report with three major sections that reflect the sets of questions asked above*
  - a. Reports should have an APA style cover page
  - b. Reports should have an introduction that identifies the purpose of the report
  - c. Reports should include headings to identify each major section
  - d. Reports should have a conclusion that indicates what the most important take-ways about writing from the interview are for current students