Genre Portfolio

Professional Language and Culture Exploration

Project Summary: In the first half of the semester, students will consider a particular discipline by analyzing and researching the ways individuals in that field communicate with one another in a variety of ways. Students will complete interviews, observations and research into a particular field in order to gain a comprehensive understanding of the rules that govern both its written and verbal communication. The focus here is on identifying the genres of writing and speech that exist in a particular workplace, then consider carefully how these types of communication affect culture in that community in ways similar and different from other careers/fields/disciplines. To present this research and analysis, students will collect and create texts in genres directly relevant to their individual discipline.

Learning Objective
A Successful Project Will:
(evaluation will be based upon the following)

- offer a collection of research driven information about a specific disciplinary field that acknowledge the necessity of flexible research skills

- clearly articulate an analysis of a specific field as it is impacted by the genres of communication used within it, including how technology, audience, context and professionalism affect the production of texts

- adhere to the stylistic, formatting and grammar conventions of the genre(s) produced

- produce thoughtful, purposeful texts that could be useful in future professional endeavors

- demonstrate an attention to language choices, wherein stylistic and grammar choices reflect an appropriate professional tone
- include all 15 required artifacts and a brief, summative synthesis reflection/report on language and culture in the field
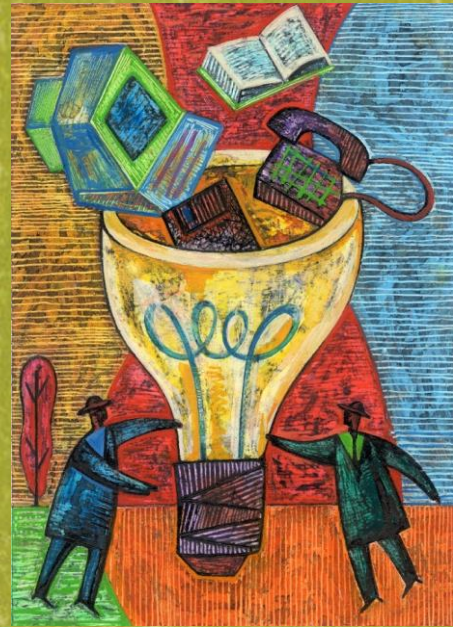
Assignment Details

The genre portfolio is a collection of documents, many of which are worked on during class, that demonstrate a student's understanding about language use in his/her field. By collecting and analyzing particular genres in a field, students will be more prepared to enter it as a knowledgeable professional. Furthermore, by learning the tenants of genre analysis, students will be able to unpack future writing situations for future successful in professional writing. This project includes the following artifacts:

- Two or more interviews with professionals (or observations of professional settings)
- Handout highlighting a professional organization
- Response/post to a professional blog/wiki*
- Analysis of a current job posting
- Resume* and cover letter*
- Example of professional email*

- Genre analysis of five genres specific to your individual field, about one page each
- Production of an example of two above field specific genres*

*For these starred genre productions, students should use margin notes or similar notation to highlight their purposeful genre choices.

These artifacts will be used to write a brief language and culture report that summarizes, introduces and/or reflects on how written and spoken genres within the field impact it.