Audience theory assignment

Some recent concerns have been brought to my attention. As the Human Resources Director, I would like to address these areas of concern in order to provide greater clarity. The areas that I'll discuss will give all employees a quick overview on key ethical issues that could potentially create friction points in the future. I'll discuss each of these areas briefly. 1. Sexual Harassment- Sexual harassment is a form of gender discrimination.

Sexual harassment includes, but is not limited to, unwanted sexual advances, requests for sexual favors, ND verbal or physical conduct that is sexual nature. The company has a zero- tolerance policy on sexual harassment. 2. Discrimination – This company does not condone discriminating against any person or groups of persons on the basis of sex, race, religion, political affiliation, or physical traits. Discrimination of any kind will not be tolerated in the workplace. 3. Substance abuse – Substance abuse includes the use of illegal drugs, non-prescribed drugs, and alcohol. The company also has a zero-tolerance substance abuse policy.

Additionally, smoking is not permitted in any company buildings. Smoke only in designated smoking areas. 4. Bullying/Workplace Violence – Intimidating fellow workers physically, mentally, or verbally is unacceptable behavior. This can easily lead to workplace violence and a hostile working environment. 5. Dress Code – Each area of the workplace has a specified dress code. All employees will adhere to the standards of dress for their work areas. 6. Safety – It's the responsibility of every individual to comply with all posted safety standards. Supervisors will conduct weekly safety meetings with their employees.

Unsafe acts can lead to lost time ND production for the company. Anyone who feels that had unfair treatment or has witnessed gross violations in any of the mentioned areas should immediately notify their first line supervisor as well as come by the Human Resources office at their earliest convenience. All issues brought to the Human Resources office will be addressed. These areas, along with several others areas, are all addressed in company policy letters as well as in the company employees standards handbook. The company leadership places the welfare of its employees first by creating a safe and secure working environment.

Comments and suggestions are always welcome in order to improve the work place. While the areas of concern are not limited to those mentioned, they are representative of key areas of concern. Please let me know if there are any questions. Very respectfully, John Smith Human Resources Director Unit I – Questions 1. Is this email technical or academic writing? Why? What is the most important difference between the two? This email falls along the lines of technical writing since it meets the characteristics of technical communication. Purpose – The email facilitates the human resource aspect of the workplace.

Knowledge of the topic – As the Human Resources Director, my knowledge base on the topic is greater than the readers. Audience – The audience are all the employees of the company who each possess different skill sets within the company. Criteria for evaluation – The areas discussed have concise descriptions with enough detail to convey a specific message. Graphic elements – References are mentioned to outline present policy as well as additional sources of information. The key differences between

technical writing and academic writing are in the knowledge base of the writer regarding the subject and the end state of the information given.

Using the characteristics of writing, these differences are noted between academic writing and technical writing (Prefer & Adkins, 2012, p 2-3): Purpose – Technical writing is geared towards action and academic writing is informative in nature. Knowledge of the topic – In technical writing, the writer has greater knowledge of the topic than in academic writing. Audience – Technical writing caters to a larger and more diverse audience and academic writing is for the instructor giving the assignment.

Criteria for evaluation Technical writing provides more of a task and purpose with some detail while academic writing presents an idea, analyzes that idea, supports that idea with evidence, and provides a conclusion. Graphic elements – Technical writing uses this element to simply identify current conditions and possible courses of actions while academic writing attempts to persuade or explain a position. Prefer, W. , & Adkins, K. (2012). Technical communication fundamentals. Upper Saddle River, NJ: Prentice Hall. 2. What are the different parts of an audience in a accompanied e-mail?

How did o approach dealing with each of their concerns. There are basically three levels of audiences based on the grouping of readers. The four reader groups are: managers, experts, operators, and general readers. This translates into differing levels of audiences. The first level is the decision makers. In this level, the decision makers act on the information given. The decision makers normally include the managers of an organization. The next level of audience is the advisers. These advisers are often the experts with

some level of technical background to provide advice to managers who are responsible for making decisions.

The third level of audience is the receivers. Receivers are normally the operators and general readers who simply receive the information for situational awareness but lack the expertise to provide advice to managers. The approach I used for the email catered to all readers. Since this was a compensative email, the information was crafted to provide information to the broad spectrum of employees within the organization. While provide mostly general information across and array of topics, there were some specific information that allowed both managers to act upon and for advisers to provide any needed input.