

## FAQ's

- Who is on my home team?

You will be assigned to a home team in your communication lab.

- Does my example of workplace writing have to be in English?

No, but your analysis must be in English. Also, if you refer to any words in your example, you must translate them into English.

- Why can't I just take an example off the Internet?

This assignment is a study of real-life workplace communication and thus requires you to go out into the real world. Employers of BCIT graduates are adamant that they want you to have the skills needed to communicate effectively in the real world with real, live supervisors, co-workers, and customers.

- How do I upload my example of workplace writing?

You will receive detailed instructions in your communication lab.

- Why is this assignment worth 10% of the final mark for my communication course?

This assignment covers the core concept of your term 1 communication course at BCIT, which is how workplace writing differs from other types of writing. Without an in-depth understanding of this concept, you will not be able to write effectively for the workplace. In addition, to complete this assignment, you will be practising skills in communicating ideas clearly, thinking critically, and working effectively on a team. You will also be gaining important skills in the latest technology. Finally, you will appreciate just how creative workplace communication can be.