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WRTG 293 7361 Introduction to Professional Writing (2175)

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[WRTG 293 students](#),

This discussion topic is designed to help us understand what professional writing is and what academic writing is.

To complete this discussion topic, you will access the article by Felix S. Vasquez, "Differences between Academic and Business Writing." The article is available in the e-reserves for this class.

To access the article, please take the following steps:

- select **Content** in the top menu bar of LEO.
- select **Class Resources**
- select **eReserves**
- click on **the eReserves icon** on the interface
- locate the article among the list of eReserves articles available.

Professor Vasquez is writing about teaching writing skills in Spanish to students for whom Spanish is not a native language. However, that issue is not the focus of our discussion

here. His analysis of business writing and academic writing is the focus of this discussion. That analysis will be very helpful to review as we begin our course.

Please answer all of the following questions based on what Vasquez writes in his article, not based on your own understanding. In addition, please do not simply copy text from the article. Please summarize what Vasquez writes in the article, and use quotation marks for occasional quotes from the article if you would like to.

- 1. What are some of the problems that poor writing causes for businesses? Please do not copy your answer from the article. Please summarize what the article says on this issue and use quotation marks for occasional quotes from the article.**
- 2. What are the similarities between academic writing and business writing? Try to come up with at least three of them. Please write a paragraph or two in posting your answer.**
- 3. What are the differences between academic writing and business writing? Try to come up with at least three of them. Please write a paragraph or two in posting your answer.**

Thanks,
Michelle

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• Marty's-The Differences Between Academic and Business Writing

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Efrain Martinez posted Jun 25, 2017 1:46 AM

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PRO WRITING WEEK 2 DISCUSSION

6. **What are some of the problems that poor writing causes for businesses? Please do not copy your answer from the article. Please summarize what the article says on this issue and use quotation marks for occasional quotes from the article.**

The primary issue with poor writing in business is the loss of trust. This loss of trust leads to a multitude of other problems. In the business world, the end state is to make a profit in order to make a living. This loss of trust affects that. One of those effects is “poor communication can result in a delay or a failure to deliver the products and services requested that causes companies to lose potential clients as well as current customers”. The problems can become even greater in companies that deal with international business. When you combine barriers of languages with poor business writing, there is a potential for a negative impact on productivity. What I believe is the most detrimental problem of poor writing for business, is the safety issues that can occur. A poorly written email or memo could result in the loss of life due to a mishap because new safety guidelines were unclear and poorly communicated.

- **What are the similarities between academic writing and business writing? Try to come up with at least three of them. Please write a paragraph or two in posting your answer.**

Although academic and business writing differ, they do have some similarities. One of those similarities which applies to just about all types of writing is purpose. Both styles of writing must have a purpose for being written. Along with this purpose, there

needs to be clarity which is the second similarity. If the purpose of either style of writing is not clear and concise, it will be ineffective and a waste of time. The third similarity is the general rules of vocabulary and grammar. Both academic and business writing follow the same rules of the basic grammar and vocabulary words set by that language.

3. **What are the differences between academic writing and business writing? Try to come up with at least three of them. Please write a paragraph or two in posting your answer.**

There are many differences between academic and business writing. One of those is structure. In academic writing, you have the basic structure of an essay which consists of an introduction with thesis, body, and conclusion. Business writing in each of its own genres (email, memo, resume, etc.) has its own structure that does not always follow academic format. In academic writing, the context of an argumentative essay differs from context of business writing that may need to convince someone. Examples of that are an email to persuade a business partner to change their safety procedures or a resume trying to persuade a potential employer to give you a job interview. The third difference is readership. In academic writing, usually you have one audience which is your normally a professor or someone who is grading your writing. In business writing, your audience may be multiple audiences such as in a report addressing safety issues to multiple department heads in a company

-Marty

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