**Session 5: Distance Education Technical Report Writing in the Workplace**

Everything that you will need to know for this session can be found by scrolling down this page. This is how all sessions are structured.  Look for links on items that you can click on to open up additional information.  Always return to this page when you're ready to continue with the learning activities in this session.

**Session 5: Learning Objectives & Content**

By the end of this session, you will be able to:

* Create memos that get your point across in an efficient way.
* Construct letters that effectively voice complaints and inquiries, and ask for rectification.
* Identify the impact of electronic mail and web publishing in your career.
* Utilize resources that support the creation of effective resumes and application letters.

**Session 5: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Correspondence” pp.139-178
* SUGGESTED (NOT REQUIRED) READING: ***Halligan’s “Short Course on Writing Technical Reports” Parts 4-6.*** Note: This document is found under “Resources.” To read it, click on “Resources,” and then on ***Halligan’s “Short Course on Writing Technical Reports” Parts 4-6.***

### Session 5: Assignments (Due by 11:59 p.m. March 22, 2015)

* **Writing Assignment #7** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Writing Assignment #7***.
* **Writing Assignment #8** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Writing Assignment #8***.