**Session 6: 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 6: Learning Objectives & Content**

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

* Understand active listening and speaking strategies by requesting information on products and services from a company.
* Utilize more effective note-taking strategies.
* Identify and use communication tools for oral and written reports.

**Session 6: Reading**

Please read the following material:

* ***Technical Communication in the Age of the Internet***: “Oral Communication” pp.179-210
* SUGGESTED (NOT REQUIRED) READING: ***Halligan’s “Short Course on Writing Technical Reports” Parts 7-9.*** 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 7-9.***

### Session 6: Assignments (Due by 11:59 p.m. March 29, 2015)

* **Writing Assignment #9** Note: This assignment is found under “Assignments.” To complete it, click on “Assignments,” and then on ***Writing Assignment #9***.