Week 3 Discussion

What are the first steps of the 3x3 writing process–the prewriting process?  
Prewriting, writing, and revising are the first steps of the 3\*3 writing process. The prewriting involves analyzing, anticipating, as well as adapting to the aim of the report (Guffey & Loewy, 2010). The next step is writing, and this step requires the person doing the writing to research, analyze, and write up the test or the report. Lastly, the work has to be revised. Revision involves going over the written text, a process called proofreading, in order to evaluate the quality of the report as well as correcting any error in the writing (Hynes & Veltsos, 2018).  
What is the purpose of your report? Why are you writing this report? What do you hope to achieve with this report?

The primary purpose of composing the report is to give my opinion on Mr. Hackman’s claim that “using a team to do a complex project may not be the best approach.” Through writing the report, I will put forward my claims as to whether to support Hackman’s opinion or not to convince my audience on the truthfulness of the matter. What I hope to achieve is to be in a position to make my audience understand why I agree or why I disagree with Hackman’s view through giving real-life examples as well as backing my arguments with various scholarly studies.  
What is the best channel to send your report? What factors did you consider in making this decision?

The most appropriate channel to send the report to my boss is the use of email. Since my boss is the one who has requested for the report, I think that he wants the report to send to him first. After he reads the report and probably, he is happy with it, he will share it with anyone else he may wish. The central reason why I chose to use email as my channel is that it’s easy to trace the email in case proof is needed to show that I did the report and shared it with my boss. Secondly, email is one of the official methods of communication within an organization, and again, it is a free channel of sharing information (Time Management Success, n.d).  
Who is your primary audience? Do you have a secondary audience?  
Since my boss requested the report, then he is my primary audience. Besides, if required to share the report, then other company’s management and my workmates would form the secondary audience.

References  
Guffey, M. E., & Loewy, D. (2010). Business communication: Process and product. Cengage Learning.  
Hynes, G. E., & Veltsos, J. R. (2018). Managerial communication: Strategies and applications. SAGE Publications.  
Time Management Success (n.d). Advantages And Disadvantages Of Email. Retrieved 22 December 2019, from <https://www.time-management-success.com/advantages-and-disadvantages-of-email.html>