

ENGL211W : Professional Writing

Professional Writing builds on the fundamentals taught in ENGL120W. It differs in that Professional Writing has students produce documents used every day: practical, professional, employment correspondences such as emails, office memos, business letters, informal and/or formal reports, instructional brochures, proposals, resumes, and grants. It includes common professional activities (such as oral presentations) and covers many technical aspects of professional communication, including email etiquette, interviewing protocol, and visual design. Professional Writing fosters organizational skills, research methods, ethical practice, editing skills, collaboration and teamwork, critical and creative thinking, and cultural considerations in any act of communication, both written and oral.

Lecture Hours 3

Lab Hours 0 **Credits** 3

Prerequisite Courses

ENGL120W