

ENGL 2311 : Technical & Business Writing (single-semester course)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Three hours lecture per week.

Credits 3

Lecture Hours 3

Lab Hours 0

Clinical Hours 0

CIP

23.1303.5112

Prerequisites

ENGL 1301 recommended.