

ENGL 3601 Technical and Professional Writing (Online)
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CATALOG DESCRIPTION

Introduction to rhetoric and style of documents written by scientists, engineers, technical writers, and other professionals; extensive practice in writing reports, proposals, manuals, and correspondence.

EXTENDED DESCRIPTION

This course is designed to equip you with writing skills you will need in your professional life. The course will expose you to a variety of common business, organizational, and career genres and teach you the general demands of each.

You are entering a workplace that has changed dramatically since the late 20th century and into the 21st. These changes are generally attributed to two interrelated factors—rapidly advancing technology and global economic shifts. As emerging professionals headed for jobs as communicators, managers, technical experts, and consultants, you need to know and apply communicative principles and rhetorical strategies that will enable you to navigate successfully through a changing work culture.

The course is designed for juniors and seniors in any majors, but it is required for students in Professional Writing.

OUTCOMES

Students completing ENGL 3601 successfully should be able to

- analyze a variety of workplace scenarios and audiences to make appropriate rhetorical choices in producing effective written and visual communications
- develop a variety of workplace documents
- conduct appropriate types of research to collect data
- design visually effective documents
- use professional skills for job application and other career efforts
- recognize and strive towards professional levels of quality

This is a writing-intensive course. You will complete several major writing assignments with drafts. You will also review in writing your peers' drafts with advice for improvement.

Because this is an upper-division course, competence in Standard Edited English is expected.

All communication in this course will be considered "public." In other words, your writing may be shared with the entire class. Therefore, you should express your

thoughts and feelings thoughtfully and civilly in order not to offend anyone in the class.

REQUIRED TEXT

Markel, Mike. Technical Communication. 10th edition. Bedford/St. Martin's, 2012.
ISBN: 978-0-312-67948-4