

English 3601 Extended Course Description

Introduction to Technical & Professional Communication is designed to equip you with the tools you will need to succeed in a variety of communication situations in your professional life. You will learn the foundations of rhetorical analysis as a way to approach both oral and written communication scenarios, in addition to gaining familiarity with a variety of professional communication genres (including, but not limited to, letters, proposals, and resumes) and document design strategies. As a part of this class community, you will also have the opportunity to develop project management, organizational, and collaboration skills, which are key to successful communication in any profession.

The course is designed for all undergraduates and is a required course for Professional Writing majors. Emerging professionals headed for jobs as managers, technical experts, and consultants need to develop an understanding of basic communicative principles and rhetorical strategies that will enable them to navigate successfully through a changing work culture. Just the same, technical and professional writing skills are key to success in a variety of fields spanning across medicine, communication, engineering, business, the sciences, and more.

Because writing in the workplace often entails collaboration, in this course I will push you to expand your view of writing to include the interactions through which you accomplish project and writing goals *with* other people—for example, producing a formal report that represents your group's work often means you need to agree upon tone, content, or format as a group. You will apply this kind of book-learned awareness to real writing projects in order to gain experience in another area of collaborative work, revising and editing your work and the work of others in order to meet professional standards.

As much as possible, this course provides opportunities for you to shape the assignments according to knowledge, interests, and examples from your own career area.

Required Texts

Markel, Mike. (2010). *Technical Communication 11th Ed.* New York, NY: Bedford/St. Martin's. ISBN-10-1319088082.

Additional readings will be provided throughout the semester.