Instructor: Sonia Khatchadourian, Senior Lecturer
Course Days and Times: MW, 3:30-4:45 p.m., Bolton Hall, Room B79

Prerequisites
The course prerequisites are: Junior Standing and English 205, English 206, or English 207; or, consent of instructor.

This course is intended to provide a foundation for students to become effective communicators, particularly effective writers, in their future professions. We will focus on such concerns as: using language that is appropriate for both professional and technical communication, adapting to an audience, providing instructive, informative, and convincing content, gathering and citing reliable research data, correctly formatting various documents, illustrating data, and working effectively with others.

Course Goals/Learning Objectives
Primary learning objectives of this course are to:

- Write for various purposes and audiences
- Develop an effective and professional tone and style
- Gain proficiency in document design (content, organization, format, style, visuals)
- Understand principles of usability
- Analyze and evaluate writing (one’s own and others’ work)
- Collaborate effectively on projects
- Prepare for a professional career
- Conduct primary and secondary research for writing
- Use appropriate elements for documentation
- Use language that is mechanically and grammatically correct

Types of Assignments
The types of assignments that students will be asked to write to achieve the learning objectives include writing short documents that pertain to their field of study and provide practice in both professional and technical writing; writing employment documents; researching and preparing a professional report; and, giving an oral presentation based on the report.

Required Text