

ENGL 122R: Professional Writing & Communications

Applying principles used in business and industry, this course prepares students to use a variety of written and oral communication styles within the professional community. Students will create and analyze workplace documents to include resumes, memos, instructions, reports, and proposals as well as create visual presentations using appropriate software applications. Special attention will be given to design, layout, audience, and purpose for both oral and written assignments. Students will also practice interviewing and engaging in peer conferencing and feedback for the purpose of constructive improvement and revision.

This course will provide a co-requisite writer's workshop for students who place below the cut-off for college level writing.

Credits: 3

Lecture Hours: 3

Prerequisites:

- 1.) SAT evidence-based reading/writing score ≥ 500 , OR
- 2.) completion of ENGL098R or ENGL102R with a C or better, OR
- 3.) SAT evidence-based reading/writing score < 500 WITH required corequisite writing workshop, OR
- 4.) permission of Department Chair.

Program: [English](#)