

EN 3313-01: Writing for the Workplace

MWF 8:00-8:50

Kristen Dechert

This course will prepare you to draft, revise, and submit common types of workplace communication. Employers highly value solid communication skills, and this class will prepare you to be competitive on the job market and in the workplace. You will gain experience writing various types of documents, some individually and some collaboratively. We will spend a substantial amount of time discussing the importance of audience and purpose and how to tailor your documents to meet the needs and requirements of each. You will also learn how to effectively use graphics in your documents and presentations.

Course Work includes:

- letters, e-mails, and memos
- application materials
- proposals and formal reports
- descriptions, definitions, and instructions
- oral presentation
- final exam

Required Text:

Technical Communication by Mike Markel, 9th ed., 2010

Recommended Text:

Handbook of Technical Writing by Gerald J. Alred, et al.

OR

The Little, Brown Handbook by Fowler, Aaron, and Marshall

Please e-mail with questions: kcovington@english.msstate.edu