

EN 3313: Writing for the Workplace

TTh 8:00-9:15
Kristen Dechert

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 drafting and revising various types of documents, some individually and some collaboratively, many of which will relate to a semester-long research project. We will discuss 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:

Proposal and formal report
Technical description/definition
Cover letter/résumé
Conference report
Oral presentation
Final exam

Required Texts:

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

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