

## Professional and Technical Writing

3 Credits

This course is founded on the premise that knowing how to use language in various oral and written forms builds skill in research, in reasoning, and in problem solving. Topics include how to create professional written documents such as: memoranda, reports, abstracts, reviews of professional texts, business letters, and résumés. Emphasis is placed on student ability to produce coherent texts, demonstrate the ability to revise and improve such texts, and write a formal proposal.