ENGL1215 - Writing for the Workplace

Credits:	3 (3/0/0)
Description:	Meets MnTC Goal Area 1. This composition course focuses on writing and designing professional and technical documents, including print and non-print correspondence, descriptions, instructions, reports and proposals, along with promotional material. Analysis, critical thinking and synthesis of sources will be covered, along with the development of presentation skills. Coursework also includes a formally documented, multi-source professional project. This course builds on the foundations of College Writing and provides students with additional opportunities to develop and refine their writing through a process approach.
Prerequisites:	• ENGL1101
Corequisites:	
Pre/Corequisites*:	
Competencies:	1. Write a multi-source research project that synthesizes information from sources in order to support a position. 2. Analyze the design and writing in business and technical documents. 3. Evaluate the effectiveness of documents. 4. Design documents effectively. 5. Persuade audiences through words, images and other media. 6. Research current and relevant material for business and industry. 7. Write technical documents. 8. Adapt correspondence for appropriate purposes and discourse communities. 9. Analyze and develop various presentation methods using print and non-print delivery systems.
MnTC goal areas:	1. Communication

**Can be taking as a Prerequisite or Corequisite.*

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