

# Minnesota State University Moorhead

## ENGL 286: Writing for the Workplace

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites:  
None

Corequisites: None

MnTC Goals: None

Study and practice in writing non-academic material linked to the experiences of daily life and to practical career situations.

**B. COURSE EFFECTIVE DATES:** 08/20/2012 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. How to identify the purpose of any writing in specific workplace or career-related situations.
2. How to identify and assess audiences for writing in specific workplace or career-related situations.
3. How to generate strategies for communicating clearly with identified audiences in specific workplace or career-related situations.
4. How to present information in accessible and attractive formats.
5. How to write grammatically correct prose.
6. How to convey written information in a clear and concise manner.
7. How to perform efficiently while writing in specific workplace or career-related situations.

### D. LEARNING OUTCOMES (General)

1. Develop an understanding of the writing process, especially as it relates to practical situations.
2. Plan, write, revise and edit documents as you focus on the features of effective written communication (purpose, audience, content, organization, format, style and visuals).
3. Use effective audience analysis skills and demonstrate a clear sense of audience in your work.
4. Understand the importance of careful reading and observation.
5. Use specific detail and logical development and presentation of your ideas.
6. Be a perceptive, critical reader of your own writing and the writing of your peers.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted