

## English 3341: Business and Professional Writing

Nathan Shepley

This course will familiarize you with writing forms common to some business and professional settings, forms such as letters, memos, resumes, reports, and proposals. But beyond how-to guidance, the course will expose you to research and theory about workplace literacy issues so that you consider questions such as the following:

How does your organization of information show what you value in the documents that you produce?

How does your writing respond to situational needs?

How might cultural factors pertain to your writing's effectiveness?

In this way, your practice with different writing forms will accompany practice developing rhetorical sensitivity. You will write in many of the forms that we discuss and respond to findings from recent scholarly work on professional writing. Our course text will likely be *Writing That Works: Communicating Effectively on the Job* by Walter E. Oliu, Charles T. Brusaw, and Gerald J. Alred. Short additional readings will be made available electronically.