

# ENG 105 : Effective Writing for the Workplace

*Fall*

Effective Writing for the Workplace emphasizes the techniques of writing the types of documents regularly encountered in a variety of work environments stressing careful thinking, word choice, sentence structure, and methods of organization. Students practice the writing of clear, coherent, and unified documents, including but not limited to emails, business letters, and reports. The use of correct grammar and mechanics is highly emphasized with a considerable amount of the course dedicated to learning and understanding standard punctuation and grammar. There is no research requirement for this course; this course is not intended for transfer to other colleges or universities.

**Credits** 3

**Prerequisites**

Placement Testing