

## EN 327: Technical and Professional Writing

Intensive instruction and practice in effective writing strategies for career searches, government agencies, business, and industry. Emphasis will be placed upon information gathering and the writing of clear, correct, and properly formatted documents including, but not limited to, persuasive letters and memoranda, summaries, oral and written reports, visuals and descriptions, instructions, PowerPoint, proposals and feasibility studies.

**Hours:** 3

**Program:** English

**Semester Offered:**

Spring even