



**ENGCOMP 0031****BUSINESS WRITING****3 cr.**

This course will help students gain experience in writing work-related letters and memos, a short report, and a long report—the kinds of writing done in business fields. Students will learn how to write documents that effectively meet the needs of particular readers (such as customers, clients, co-workers, and employers). The course will also help students master the standard formats of business writing; develop a reader-friendly style; refine their editing techniques; control tone, diction, sentence structure, and paragraphing; improve their research methods; grasp the fundamentals of the modern language association's documentation system of parenthetical in-text citations; and review the most important principles of grammar, punctuation, and mechanics as they apply to the business world.

*Prerequisite: ENGCOMP 0020; PLAN: Management, Management-Accounting or Management Information Systems.*

**ENGCOMP 0032****WRITING IN THE SOCIAL SCIENCES****3 cr.**

This course is an introduction to writing in the social sciences, with an emphasis on using the APA style (American Psychological Association). Students will develop analytical and critical thinking skills within the context of social science disciplines, and to prepare for the capstone course in various behavioral science majors. Emphasis will be placed on the process of formulating a research question and thesis; we will also address argument, evidence, interpretation, methodology, and critique in social science research.

*Prerequisite: ENGCOMP 0020.*

**ENGCOMP 0905****COLLEGIATE READING****3 cr.**

Develops reading skills that will contribute to success in college and in life. Explicitly teaches vocabulary development and enrichment, various comprehension strategies, including context clues, sentence patterns, and paragraph and essay components through interesting, thought-provoking readings. Additional competencies include, but are not limited to, skills for critical reading and thinking and for finding appropriate reading rates.

*Prerequisite: None.*

**ENGCOMP 1150****GRAMMAR AND COPY-EDITING****3 cr.**

After a brisk review of the fundamentals of grammar and punctuation, this course will help students learn to operate the American English language with precision, force, and elegance by accommodating themselves to the precepts that govern the prose in fastidiously edited books and magazines. Emphasis is practical rather than theoretical. The course will be especially pertinent to students preparing for careers in writing, editing, teaching, communications, and the mass media. This course may not be used as a substitute for ENGCOMP 0030 (College Composition 3).

*Prerequisites: Junior; ENGCOMP 0020.*