

1990 A; Division: ACADEMIC DATE: September 5

Communications New Courses Department: English &

Division of Courses

Information Form X

October 15, 1989 DATE: Sep

Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description:	Summary of Revision:
This course helps to...	writing tasks required in the workplace. Students... persuasive, and researched workplace writing, and will consider various developmental and pro...

Books and articles to be purchased by JWCent
(Use Bibliographic Form)

Texts such as the following:

P. COURSE CONTENT

1. ~~Communication Skills~~

~~tone and diction appropriate to specific writing situations. a)~~

~~organized, coherent and concise paragraphs and texts. b)~~

~~a) organization and structure.~~

~~b) clarity and conciseness.~~

~~c) headings and layout.~~

~~d) format.~~

~~procedures for conducting primary and secondary research. c)~~

~~and communicating the results of such research.~~

2. Writing tasks

a) business letters.