2015 Summer Session (2015-2016 Academic Year)

ENGL 301: Technical Writing (3 credits)

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Section: 98A
Term: A

Course Description:
English 301 involves the study of principles of written and online communications in business and professional contexts; this includes practice in the preparation of abstracts, proposals, applications, reports, correspondence and online communications: emails, texts, Web Folio and professional networking.

English 301 is a dedicated writing course offered in an online classroom environment. During the course, you will be expected to work in three ways: independently; in consultation with your instructor; and also collaboratively in writing teams to be established in the first unit of the course.

The course has these major objectives:

1. To introduce you through course readings and activities to the distinctive elements of writing in business, professional, and technical contexts;
2. To provide you with opportunities to practice and perfect the strategies and techniques particular to writing in these contexts;
3. To engage you with your classmates in online discussion, peer review, and the production and analysis of documents produced for business, professional, and technical contexts;
4. To direct you to the considerable resources available to you through UBC’s Career Services unit;
5. To involve you in developing and designing an online Web Folio in two forms: a Linked in profile with accompanying references and a professionally designed website that also presents your resume;
6. To encourage and assist you in reflecting on your writing and developing self-editing skills.

This course should be of interest to students in a variety of disciplines such as commerce, science, education, and the health sciences. It may also be of interest to students in Arts Co-Op and other Co-Op programs.

Note: Credits in this course cannot be used toward a major or a minor in English.

Prerequisites:
six credits of First Year English or Arts One or Foundations

English 301 is offered as a fully online course. The use of a computer and ready access to an Internet connection are required.