

Minor in Professional Writing

Did you know that professional writers are an important part of many businesses, industries, and public and private institutions?

Today's workplace relies on skilled writers for everything from ad copy to technical documentation to web content creation and management.

Professional writers work with knowledge specialists in many different fields, and must understand readers' requirements and the best ways to communicate information to them in written, visual, and oral form.

Checklist

The Minor in Professional Writing is a 24-credit program that can be completed in two years.

All courses are 3 credits except ENGL 396.

Year One (12 credits)

- ENGL 213 English Composition Stage II
- ENGL 214 Editing 1: Grammar, Usage, and Style
- ENGL 215 Editing 2: Principles and Practice of Editing
- ENGL 216 Audience and Purpose in Professional Writing

Year Two (12 credits)

- ENGL 396 Content Creation and Management in Professional Writing (6 cr.)

and 3 credits from:

- ENGL 395 Technical Writing
- ENGL 397 Writing for Business

and 3 credits from:

- ENGL 395 Technical Writing
- ENGL 397 Business Writing
- ENGL 390 Studies in Rhetoric
- ENGL 233 Critical Reading
- EDUC 270 Educational Communication

Course Descriptions

ENGL 213 English Composition Stage II (3 cr.)

*Prerequisite: ENGL 212 or Placement Test**

This course develops writing skills by familiarizing students with the techniques necessary for preparing research papers and academic reports. Emphasis is placed on summarizing and paraphrasing, critiquing ideas and information, and synthesizing, citing, and documenting multiple sources. Methods of persuasion and argumentation are also studied. A library orientation is a required part of this course.

**Students who wish to enroll directly in ENGL 213 must write a Composition Placement Test. Please consult the Department webpage for details and dates of upcoming Placement Tests.*

ENGL 214 Editing 1: Grammar, Usage, and Style (3 cr.)

Prerequisite: 212 or 213

This course offers practical analysis of English grammar and usage, punctuation, sentence structure, and style. It also examines the basic grammatical and stylistic requirements of clear, concise, exact, and fluent prose.

ENGL 215 Editing 2: Principles and Practices of Editing (3 cr.)

Prerequisite: 214

This course is an introduction to basic copyediting and proofreading techniques for eliminating errors in style, mechanics, and structure. Practice includes application of the grammatical and stylistic conventions acquired in ENGL 214 to editing documents at the sentence, paragraph, and organizational levels.

ENGL 216 Audience and Purpose in Professional Writing (3 cr.)

Prerequisite: 213

This course examines the various ways that written and visual information is presented to different

audiences. Practice includes determining the purpose of a writing task, the information needs of a specific audience, the organization of required information, the appropriateness of vocabulary, terminology, and tone, and the visual elements needed to enhance delivery of messages clearly, completely, and concisely.

ENGL 233 Critical Reading (3 cr.)

This course is an introduction to the practice of close reading of selections chosen from poetry, fiction, drama, and non-literary prose with the aim of developing the skills necessary to respond clearly to written texts.

EDUC 270 Educational Communication (3 cr.)

In this course, students study fundamental communication skills used by effective instructors. By examining how to write the most basic types of instructional content, including definitions, objectives, descriptions and procedures, and the most common forms of written instructional content, including how-to articles and lesson plans, this practical, writing-intensive course emphasizes effective instructional communication methodologies.

ENGL 390 Studies in Rhetoric (3 cr.)

This course offers an enquiry into the art of convincing others through an examination of the strategies of classical rhetoricians and the application of these strategies to contemporary legal, political, and advertising discourse.

ENGL 395 Technical Writing (3 cr.)

Prerequisite: 214 and 215

This course examines written and visual strategies for communicating technical information to targeted audiences. Practice includes analysis and preparation of such documents as abstracts, reports, proposals, and instructions.

ENGL 396 Content Creation and Management in Professional Writing* (6 cr.)

Prerequisite: ENGL 213 _____

This course is intended for students who wish to develop their ability to write effectively for professional purposes. Emphasis is placed on writing for specific audiences within a variety of situations and on peer revision and editing in a workshop format. Assignments include a variety of non-fiction modes such as interviews, reviews, travel and biographical writing, as well as a collaborative newsletter.

ENGL 397 Writing for Business* (3 cr.)

Prerequisite: 214 and 215

This course examines written and visual strategies for communicating information in business contexts. Practice includes experience in audience analysis and visual design in the creation of letters, memos, emails, brochures, press releases, and other company documents.

Internships in Professional Writing

Students enrolled in the PW minor may be eligible for internships through the Concordia Co-op C-Edge program, or other collaborations with businesses.

For more information or to arrange an advising appointment, please contact the Program Coordinator via email: maggie.mcdonnell@concordia.ca