

# INT 200 : Professional Writing Seminar

This course introduces students to various technical and professional writing skills required in most organizations today. Students will learn and practice fundamental business writing skills by reading, drafting and revising various communications such as emails, memoranda, letters, proposals, reports and resumes. Proper and professional use of mechanical writing skills and formatting will be emphasized. This course also offers an overview of citing credible sources and preparing a reference list in APA format, as well as the appropriate use of appendices in work-related reports. Instructional methods will include a combination of oral and written presentations, discussion forums and skills practice on both an individual and collaborative basis.

**Credits** 2

**Prerequisite Courses**

[WRT 101: Introduction to Academic Writing](#)

**Semester Offered**

Offered spring