

Professional and Technical Writing

Spring 2023 Course Descriptions

Why take a course in Professional and Technical Writing (PTW)? The Bay Area needs well-trained and high-quality writers and editors! Simply put, PTW is writing done in a workplace environment, designed to persuade, inform, or instruct. "Professional" generally applies to business and communications writing and "technical" generally applies to writing about technical topics, but most professional writers and editors find that they do both! We invite you to take a course and see what you think.



ENGL 106: Professional & Technical Editing*

**Required course for PTW Concentration*

T/R 9:00-10:15, Dr. West

Two parts copyediting and one part document design, this course teaches the editing skills you will need for writing and editing jobs. Learn how to leverage grammatical norms, collaborate with authors and other editors, use style guides, take content from one form to another, and justify your editorial decisions.

ENGL 107: Professional & Technical Writing*

**Required course for PTW Concentration*

M/W 10:30-11:45, Dr. Thompson

In this survey of technical and professional writing, you'll learn how to write and design persuasive documents that get real things done in the real world. Projects include resumes and cover letters, proposals, instructions (video and writing), presentations, and user manuals for phone apps.



ENGL 129: Writing for Professional Publications

T/R 12:00-1:15, Dr. West

In this course, students practice writing for publications they may encounter in the workplace or in freelance writing. Students also write and produce the English Department newsletter, an episode for a podcast, and professional websites. Expand your portfolio, learn some new skills, and march boldly forth with a publishable work in hand.

