

ENGL103N : Professional Writing & Presentations

The course is designed to prepare the student to practice effective communications in business and industry. The course emphasizes formatting, design, style, and organization. Students receive practice and advice in written communications such as letters, emails, proposals, and reports, and in public speaking such as oral presentations, group conferences, and interviewing, according to professional standards. Visual presentation software such as PowerPoint will also be used. For students taking the online version of [ENGL103N](#), you must have a webcam and microphone or phone camera with internet connection for the required oral presentation portion of the course.

Class Hours 3

Lab Hours 0

Credits 3

Prerequisites

[ENGL101N](#) or [ENGL110N](#)