LANG 2063 Writing for Workplace Success  
(*Course to be offered in Spring 2025*)

1. **Course Information:**
   LANG 2063 is a three-credit, one semester course offered in both the Fall and Spring semesters. Students attend two 1.5 hour-lessons per week. The course offers students the language and communication skills and strategies to adapt their writing to various professional contexts. It increases students’ awareness of how writing can create change and persuade others to take action, and how audiences, contexts, and genres call for different choices in language, organization, format, and style. The course develops students' ability to communicate in digital contexts by analyzing and producing texts, including but not limited to emails, social media posts, and instant messages. As students explore and analyze business genres, they learn how to shape and adapt their language skills, strategies, and communication practices for various purposes. Students will develop a repertoire of language and communication skills and strategies, enabling them to write for various workplace needs.

2. **Pre-requisites:** LANG 1406, 1407, 1408, or 1409

3. **Exclusion(s):** LANG2061

4. **Intended Learning Outcomes:**
   Students can:
   a) Develop and apply knowledge of rhetoric and genre to write texts appropriate for workplace contexts, purposes and audiences
   b) Critically analyze workplace genres using linguistic and communication theories to write texts appropriate for workplace contexts, purposes and audiences
   c) Organize workplace texts logically and coherently to communicate ideas
   d) Develop awareness of writing as a social process by giving, receiving and responding to feedback
   e) Lead and work as a team and manage work independently
   f) Develop awareness of ethical concerns when integrating Gen AI and other technologies to enhance writing practices

5. **Course assessment:**
   Assignment 1 – Professional Microblogging
   Assignment 2 – Email Writing
   Assignment 3 – Workplace Genre Analysis Project

6. **Course Content:**
   Module 1 – Foundations of Workplace Writing
   Module 2 – Persuasive Communication in the Digital Age
   Module 3 – Workplace Genres & Genre Study