

# English 304: Business & Professional Writing

Where your academic work meets the workplace.

ENGL 304 helps you become more familiar and comfortable with the conventions of business and professional communication—written and spoken, textual and visual. You will:

- Demonstrate awareness of the value and role of writing in **professional situations**.
- Recognize the **basic rhetorical patterns** of professional communication.
- Practice **applying these communication patterns** in individual and group contexts.
- Develop your ability to target communications for a **specific reader/audience**.
- Apply the principles of **visual rhetoric** to successful workplace writing.
- Demonstrate your understanding and acquisition of **professional communication skills** through writing **revision** and creation of a polished **writing portfolio**.

**ENGL 304-003:** Online with synchronous class meetings  
T/R 10–11:15 am

**ENGL 304-7D1:** Online/asynchronous

Email [Jill.Woods@mail.wvu.edu](mailto:Jill.Woods@mail.wvu.edu) with questions.

