

# ENC 3213

## Report and Technical Writing

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### Faculty Coordinator

Patricia McDermott-Wells  
ECS 231, 305-348-3751 [e-mail](#)

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### General Information

- **Credits:** 3
  - **Level:** Required Upper Division
  - **Prerequisites:**
  - **Corequisites:**
  - **Availability:** Contact the English Department
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### Catalog Description

[SCS web page](#)

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### Course Outcomes

- During the semester, you will improve your ability to
    - analyze a specific audience and adapt your writing accordingly;
    - clarify your rhetorical purpose and adapt your writing accordingly;
    - understand the conventions of and write standard reports and technical documents;
    - prepare an effective resume and application letter;
    - conduct successful research using both primary and secondary sources;
    - evaluate and revise your writing and that of others; and
    - write error free standard English.
  - You will also gain a better awareness of the uses and standards of writing in your discipline.
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