**Professional Writing**
Instructor: M. Brooke Capps

CLASS 1
**The elements of writing:** We examine the three major elements that make up all pieces of writing—unpacking them to understand how they address the look, feel and purpose of everything from memos to op-eds to emails to research reports to blog posts. We interrogate the following components both in theory and in current writings:

- Audience & Content
- Structure & Formatting
- Style

CLASSES 2&3
**Writing a memo:** We cover the basic principles of writing a memo using the rubric established in the first class. Students will practice editing memos and study “model” memos for analysis and discussion. The following topics are addressed:

- Formatting a memo
- Organizing a memo
- Writing recommendations
- Introducing & concluding a memo

CLASSES 4&5
**Writing style:** A review of stylistic aspects pertinent to Wagner students. Students will be guided through the editing process according to the following rules of writing style:

- Writing concisely & clearly
- Avoiding clichés and unnecessary statements
- Avoiding redundancy & varying word choice
- Outlining and organizing ideas

CLASS 6
**Grammar clinic:** We review some of the following rules of grammar and punctuation according to the students’ needs:

- Subject/verb agreement
- Pronoun/antecedent agreement
- Using pronouns clearly
- Dangling modifiers
- Punctuation and run-on sentences

**Helpful Texts:**