BUSINESS AND TECHNICAL WRITING (BTW)

BTW Class Schedule (https://courses.illinois.edu/schedule/DEFAULT/DEFAULT/BTW)

Courses

PTW 199 Undergraduate Open Seminar credit: 1 to 5 Hours.
May be repeated.

PTW 220 Desktop Publishing and Design credit: 2 Hours.
Design and preparation of documents using desktop publishing technology. Students will learn and apply principles governing page design, style sheets, document layout, effective graphics, managing the design process, and usability testing. Students will create a portfolio of design projects.

PTW 250 Principles Bus Comm credit: 3 Hours.
Teaches students to apply the principles of successful professional communication to workplace writing tasks. Students will also practice editing and supervising the writing of others. Assignments resemble typical business cases and situations, including a report that requires students to compile and interpret research. Credit is not given for both PTW 250 and either PTW 261 or PTW 263. Prerequisite: Junior standing and completion of campus Composition I requirement.
This course satisfies the General Education Criteria for: Advanced Composition

PTW 261 Principles Tech Comm credit: 3 Hours.
Teaches students to apply the principles of successful professional writing to a range of realistic cases in technical communication. Emphasizes flexible problem-solving skills and a clear style for communicating technical information to a range of readers. Assignments will include correspondence, instructions, proposals, and a technical report or similar project. Credit is not given for both PTW 261 and PTW 250 or PTW 263. Prerequisite: Junior standing and completion of campus Composition I requirement.
This course satisfies the General Education Criteria for: Advanced Composition

PTW 263 Writing in the Disciplines credit: 3 Hours.
Teaches students to apply principles of professional communication to the writing tasks typical of specific disciplines or professions. Assignments will vary, depending on the focus of the course, but will include a substantial report or project. Credit is not given for both PTW 263 and either PTW 250 or PTW 261. Prerequisite: Junior standing and completion of campus Composition I requirement.
This course satisfies the General Education Criteria for: Advanced Composition

PTW 271 Persuasive Writing credit: 3 Hours.
Students will study principles of persuasion as applied to writing and designing written communications for business and the professions. Included are ads, direct-mail campaigns, argumentative essays, proposals, and other types of writing designed to move readers to action. Prerequisite: Sophomore standing and completion of Composition I requirement.

PTW 272 Report Writing credit: 3 Hours.
Personal direction in a report writing project which can be integrated with research in another course; study of report-writing principles and practices. Classes meet for the first month after which the student and the instructor arrange a conference schedule. Small group meetings are arranged for presentation of proposals, progress reports, and summary reports. Prerequisite: Completion of campus rhetoric requirement and sophomore standing.

PTW 290 Individual Study credit: 0 to 3 Hours.
Independent research with a chosen tutor leading to the writing of a formal report or preparation of some other type of major presentation of information. Enroll in PTW office, 294 English Building. Approved for both letter and S/U grading. May be repeated to a maximum of 6 hours. Prerequisite: Consent of instructor.

PTW 402 Descriptive English Grammar credit: 3 or 4 Hours.
Same as ENGL 402. See ENGL 402.

PTW 490 Special Topics Prof Writing credit: 3 or 4 Hours.
Study of the forms, situations, and social practices that define writing in particular disciplines or professions. Each class will focus on a specific topic such as science writing, writing in the environmental movement, legal writing, writing in the social sciences, public policy in the popular media, and so on. Assignments will vary with the topic. 3 undergraduate hours. 4 graduate hours. May be repeated to a maximum of 6 undergraduate hours or 8 graduate hours. Prerequisite: Junior standing.