



- D. Credibility of an argument
  - E. MLA and APA documentation formats
  - F. Incorporation of primary and/or secondary sources; plagiarism
  - G. Revision, editing, proofreading
- III. Oral Communication
- A. Presenting oral arguments
  - B. Listening critically to oral presentations
- IV. Distinguishing features of workplace writing
- A. Understanding workplace audiences, purposes, formats, and graphics
  - B. Adapting written and/or oral communication to workplace audiences and purposes

**REQUIRED TEXTBOOKS AND MATERIAL:**

The textbook and other instructional material will be determined by the instructor.