

Conduct library research

Draft a thesis statement

Properly use APA documentation, paraphrasing, in-text citations, and create a reference list

Write strong paragraphs

Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang

Demonstrate the correct format for e-mail, memos, business letters

Explain how the tone and style of our language must be tailored to suit the audience we seek to reach

Effectively present academic material in the form of an oral presentation

