Required texts & Course Purposes for English 205-201 (Business Writing)
Kathryn Nesheim, instructor

Spring 2014

Required Texts

Course Purposes
- to explore and become familiar with the written, oral, and visual processes and formats of workplace communication.
- to consider samples of workplace communication according to their purposes.
- to gain familiarity with the various audiences of business communications.
- to practice collegiality and professionalism through classroom activities and discussions.
- to become familiar with current issues in corporate and organizational communication.