ENGLISH 205: Business Writing
Spring 2014
Tues. and Thurs.  9:30-10:45 a.m.
LUB S231

Instructor
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You can use my office or home phone numbers from the university web site, but you're guaranteeing yourself a long wait! Please use the above methods.

Course Objectives
• Analyzing a variety of business contexts and producing texts that fulfill goals of those contexts
• Employing writing as process, including research, drafting, testing, revising, and editing
• Gaining familiarity with genres of business communication
• Learning effective collaboration strategies
• Employing rhetorical strategies for effective visual and document design
• Gaining rhetorical awareness of the workplace and disciplinary ethics
• Learning proficiency in using computer-mediated communications

Required Books


I’ll also provide articles through D2L.