English 205: Business Writing  
Instructor: Sonia Khatchadourian  

Course Content and Goals  
This course is intended to familiarize students with the processes and products of writing and other communication skills in typical business situations. Topics covered will include the following:  

- Formatting business documents (letters, memos, email messages, reports)  
- Constructing content and organization of positive, neutral, and negative messages  
- Planning, researching, and organizing professional reports  
- Adapting writing to presentations  
- Using precise and correct language and appropriate style and tone  
- Attending to document design  
- Developing skills related to other aspects of professional communication, including intercultural skills, teamwork skills, and non-verbal messages.  

Course Activities  
Course activities will include: discussion of readings in the required course text, individual and small group work on writing exercises, discussion of assignments, examination and discussion of sample documents, oral presentations based on a professional report, and instruction on how to effectively conduct research for a business-related topic.  

Types of Assignments  
Types of assignments include short documents (memos, letters), a professional report, an oral presentation based on the report, and in-class and out-of-class writing assignments and activities. Tests based on the readings may be included.  

Required Text  

Recommended Supplementary Text  