Course Content and Goals

This course familiarizes 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 Text