

Course Syllabus

Course Title: Business Correspondence and Communication

Instructor: Ann Duval

Course Description:

Business Correspondence and Communication starts with a thorough review of basic sentence construction, the foundation of written communication. The importance of organization and clarity is emphasized, and the commonalities among business messages, meetings, and presentations are examined.

Course Prerequisite(s):

N/A

Course Objectives:

1. Recognize and effectively use basic sentence elements to enhance comprehension.
2. Practice and discuss clarity techniques.
3. Understand the similarities among the planning processes for business messages, meetings and presentations.

Next Class Possibilities:

Internet Communications and Research

Textbook(s): N/A