

ENG 209 : Business Writing

A study of business and managerial writing; practice in writing letters, memos, and reports, including a report requiring research and documentation.

Credits 3

Lecture Hours 3

Prerequisites

Grade of “C” or better in ENG 100.

Course Outcomes

- Compose and edit business messages and reports for specific contexts, audiences, and purposes.
- Conduct business research by gathering and analyzing information, drawing conclusions, documenting sources, and presenting results both in writing and orally.
- Develop collaborative communication and writing skills.
- Proofread and edit business writing for grammatical, spelling, punctuation and mechanical errors.