Seven-Week Online Course

"Business Writing"

Description

This seven-week week course discusses issues writers encounter in business writing: how to write for a particular audience; organizational strategies; how to use language effectively; how to write emails, business letters, and reports; and editing and proofreading strategies. This course includes a

- ✓ Voiced lecture (30-45 minutes)
- ✓ Discussion and Examples supplement (pdf)
- ✓ Job/Writing Aid (pdf)
- ✓ Concepts explained/resources supplement (pdf)
- ✓ Weekly writing option
- ✓ Written feedback on submitted writing

Topics

Module 1: Developing a Rhetorical Strategy

Module 2: Organizational Strategies/Supporting Ideas

Module 3: Effective Business Language Use

Module 4: Writing Effective Emails

Module 5: Writing Effective Business Letters

Module 6: Writing Reports

Module 7: Constructing Useful Editing and Proofreading Strategies