

WRTG 3016

BUSINESS WRITING

Fall 2020 TuTh 9:10am - 10:30am & Online

Learn about the important role that communication plays in the workplace. To communicate successfully with business audiences, you will practice analyzing problems and making recommendations; planning and organizing texts such as proposals, reports, resumes, emails and presentations; as well as developing a clear and concise writing style.



Students must take WRTG 2010 or equivalent prior to taking this course.

Fulfills Upper Division Communication/Writing (CW)



**DEPARTMENT OF WRITING
& RHETORIC STUDIES**

THE UNIVERSITY OF UTAH

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