WRTG 3016

Business Writing

Fall 2020  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)

225 S Central Campus Drive Room 3700
Salt Lake City, UT 84112
(801) 581-7090 | http://www.writing.utah.edu