

WRTG 3016

BUSINESS WRITING

Spring 2021

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**

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