

WRTG 3016

BUSINESS WRITING

Fall 2022 In person or Online

Focuses on strategies for communicating successfully with business audiences. Students employ composition technologies to prepare different types of workplace texts, including emails, memos, proposals, reports, resumes and presentations. Emphasis on critical thinking and problem solving in a business context.



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

Fulfills Upper Division Communication/Writing (CW)