

# Business Writing

WRTG 3016

FULFILLS UPPER DIVISION  
COMMUNICATION/WRITING (CW)

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.

SPRING 2023  
In Person or Online

*STUDENTS MUST TAKE  
WRTG 2010 OR EQUIVALENT  
BEFORE TAKING THIS COURSE*



DEPARTMENT OF WRITING & RHETORIC STUDIES  
THE UNIVERSITY OF UTAH