English 205: Business Writing  
June 27-July 23, 2022

**Prerequisites:** Sophomore standing or greater; grade of C or greater in English 102(P), or level 4 on EPT; or Graduate standing; or Special Students. May not be taken credit/no credit.

**Format:** Asynchronous Online

**Course Content and Goals**
This course is intended to familiarize students with the processes and products of writing and other communication skills in typical business situations. Topics covered will include the following:

- Constructing content and organization of positive, neutral, and negative messages
- Formatting business documents (letters, memos, email messages, reports)
- Attending to document design
- Planning, researching, and organizing professional reports
- Adapting writing to presentations
- Using precise and correct language and appropriate style and tone
- Developing skills related to other aspects of professional communication, including intercultural skills, teamwork skills, and non-verbal messages.

**Types of Assignments**
Types of assignments include short documents (such as memos, letters, and email messages), a professional research report, an oral presentation based on the research report, and discussion activities. Quizzes based on the required readings may be included.

**Required Course Text**

**Recommended Supplementary Text**

Course texts will be available at ecampus.com for rent or purchase, and available in electronic form or in print. You may also search the internet for the best price. **Please promptly order your copy of the required course text in the 10th edition to ensure access by the first day of classes.**

A print copy of the recommended text (not the required text) will be available in the UWM Library’s Media and Reserve Department for in-person checkout.