

## 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

Guffey, Mary Ellen and Dana Loewy. *Business Communication: Process and Product* (10<sup>th</sup> edition).

#### Recommended Supplementary Text

Alfred, Brusaw, Oliu. *The Business Writer's Handbook* (12<sup>th</sup> edition).

Course texts will be available at [ecampus.com](http://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 10<sup>th</sup> 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.