Course Title: Business Writing Skills

Course Description:
Learn to write clear, concise and grammatically correct letters, reports and memos. This extended course provides a review of English grammar and instruction on composition. It is designed for those who want to improve their writing for job success. Pre-writing, outlining, formatting and revising/editing will be emphasized through interactive instruction, hands-on exercises and writing assignments. Other topics will include style, tone, audience and word selection. NOTE: You are encouraged to bring a writing sample to the first class.

Course Objectives:
1. Learn to write clear, concise and grammatically correct letters, reports and memos
2. Ability to pre-write, outline, format and revise/edit writing for business
3. Learn style, tone and word selection

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
   Basic sentence elements
   Sentence types and patterns
Session 2: Prepositions and conjunctions as connectors
   Independent and dependent clauses
Session 3: Sentence Fragments
   Verb forms and tenses
Session 4: Subject-verb agreement
Session 5: Relevant punctuation
   Planning messages
Session 6: Identifying and focusing on the audience
Session 7: Organizing to enhance coherency and effectiveness
Session 8: Drafting messages
   Revising messages
Session 9: Using familiar, simple words
   Identifying and properly using jargon
Session 10: Differentiating between repetition and redundancy
   Student Evaluation of Instruction