In today's business environment, it is important to understand how to strategically use business communication channels to convey your message. This course provides basic concepts and skill-building exercises necessary for you to communicate effectively and professionally, how to organize and present your thoughts in a clear and concise manner, and, identify which voice, style and channel are appropriate for different business situations. Additionally, this course will provide opportunities and assignments to help you improve your writing skills.

Prerequisite(s): ENGL 1010, 1010, 1010 or 1010.