

# Business Writing

## Course Syllabus

Instructor: Reneé Peugh

**Office:** Quick Computer Services  
326 E. Franklin Rd  
Meridian, Id 83642  
895-0800

**Class Location:** Country Inn and Suits Conference Room  
3355 E Pine (Pine and Eagle)  
Meridian, Id 83642

**Time Offered:** October 30, 2008  
9:00 A.M. – 4:00 P.M.

**Course Text:** Effective Business Writing by Edward Schelb

**Description:**+++++++

To achieve success in a competitive workplace, a person must be able to express him or herself clearly through writing. Though businesses have come to rely on computers and technology, good technological skills alone do not guarantee success. Being able to communicate professionally, whether in email or in other business documents, is essential. This course will help you improve your ability to write more effectively. As you do so, you will be able to express ideas in a way that will allow you to have more influence with in your company.

**Course Objectives:**

In this course you will:

Organize and write clear concise email and instant messaging that are appropriate to your companies business culture.

Write effective business communication.

Write letters that are clear, precise, and appropriate to your audience.

Organize and write a business proposal, complete with visuals and an executive summary that employ effective strategies of persuasion.