

# Summer 2026 Online Course

# ENG 300-E25 BUSINESS & TECHNICAL WRITING

June 1, 2026 - July 7, 2026 ONLINE  
Dr. Miriam Chirico of English Department

## ***What is Business and Technical Writing?***

Business writing is a professional form of communication used with companies or clients.

## ***What will I learn?***

Students will master the various forms of professional writing, such as memos, letters, reports and proposals. This course also teaches students to be sensitive to clients needs and to use result-oriented language strategically.

## ***What's in it for me?***

You will get applied writing experience needed for future employment.

Specifically, students in this online class will:

- Use **positive, action-oriented language**  
Incorporate research to support an argument
- Demonstrate mastery of standard **grammar and writing mechanics**
- Write in language that is **concrete, persuasive**, and responsive to readers  
Understand how **strategic communications** can achieve a goal

## ***Should I enroll? YES!***

Anyone interested in **communicating effectively** should take this class!

*\*This course is part of the Writing Minor in the English Department.\* The class also fulfills Stage 2 Writing Requirement for BGS majors.*



Questions? Please contact Dr. Miriam Chirico  
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