

Summer 2021 Online Course

ENG 300-E25 Business and Technical Writing

June 1 - July 3, 2021
Dr. Miriam Chirico

What is Business and Technical Writing?

A professional form of communication, Business Writing is 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, as well as learning to write in language that is concrete, persuasive, and grammatically correct. It also teaches students to be sensitive to the client's needs and to use result-oriented language strategically.

What's in it for me?

This **on-line course** will give you the kind of applied writing experience needed in the "real world." Specifically, students will:

- Practice using **positive, action-oriented language**, identifying purpose
- Incorporate source material to support an argument
- Demonstrate mastery of standard **grammar and writing mechanics**
- Write in language that is **concrete, persuasive**, and sensitive to the client's needs.
- And above all: understand how **strategic communications can achieve a goal**

Should I enroll?

Yes! Anyone interested in **communicating effectively** at work should take this class!

This course is part of the Writing Minor in the English Department.
The class fulfills Stage 2 Writing Requirement for BGS majors
Questions? Contact Professor Miriam Chirico, chiricom@easternct.edu