Winter 2027 Online Course

ENG 300-E25 BUSINESS & TECHNICAL WRITING

December 28, 2026 - January 13, 2027 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 client's needs and to use result-oriented language strategically.

What's in it for me?

You will get the kind of applied writing experience needed in the "real world."

Specifically, students in this online class will:



- Use positive, action-oriented language
- Incorporate material 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 fulfills Stage 2 Writing Requirement for BGS majors.

Questions? Please contact Dr. Miriam Chirico
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