

# ENGL 205 : Business Communication

This course is designed to make students effective communicators in the world of business. The course deals with all forms of written business communication, including writing reports, advertising messages, CVs, application letters, and letters of complaint. Another major aspect of the course is its emphasis on oral presentation and correct office procedures. The course equips students with the ability to approach the job seeking process with success. In the course, students are taught the fundamentals of how to market themselves effectively in the job-seeking process. Students who have successfully completed this course should feel confident in their ability to market themselves or their companies in an oral presentation. This course is recommended for those thinking about careers in sales, marketing, or advertising.

## **Core Course**