

Business Writing Syllabus: with Ellen Campbell (½ Year Course)

Materials will be provided for this course. You will need access to a computer, the internet, and a printer.

For this course you need to imagine a business that you want to own and run.

Week 1: Parts of Speech, Diagramming, Business Letters – Request to invest

Week 2: Sentences, Emails

Week 3: Company Name & Logo, Business Cards, Letterhead

Week 4: Job Applications, Reference Request

Week 5: Resumes

Week 6: Local Business Report – What has been done well? Improvements?

Week 7: Interview a Business Owner

Week 8: Your Business, Hiring, Interviews

Week 9: Work Schedules, Evaluations of Employees

Week 10: Advertising, Chamber of Commerce, Networking

Week 11: Your Business Letters and Emails

Week 12: Phone Calls, Video Conferences

Week 13: News/Magazine Article about your company

Week 14: Employee Letters of Recommendation

Week 15: Conference Displays and Speeches