

Miami-Dade Community College
OST 2335 - BUSINESS WRITING

Course Description: This course emphasizes standard business communications and writing procedures used in business and office environments. These communication principles are designed to provide the student with the essential tools to improve communication skills and employ effective business writing.

3 Credits

Prerequisite: OST 1330

Course Competencies:

Competency 1: The student will identify the standard and special parts of a business letter and construct a business letter in a selected basic letter style by

- a. applying the reference manual style for business writers.
- b. using examples of letters that have been received in mail.

Competency 2: The student will describe the elements that enhance tone and develop desirable tone in all written communications by

- a. writing letters that develop use of the you-attitude.
- b. using a positive viewpoint in thinking and writing.
- c. avoiding the common pitfalls of trite and unnatural expressions as a means to achieving a natural, conversational sounding style reflecting the writer's personality.
- d. expressing originality in the opening and the closing of a given letter.

Competency 3: The student will write routine business letters by

- a. reviewing and identifying the various types of letters presented in text.
- b. composing letters for various business situations.

Competency 4: The student will prepare a resume for job seeking experience by

- a. using action verbs and resume writing standards.
- b. using an effective, accurate style.

Competency 5: The student will organize and write a simple business report and make an oral presentation by

- a. researching a topic.
- b. keying the business report in a correct format.
- c. following set guidelines for presenting a speech.