MGT 590 Effective Business Writing for Management

Term: Summer 2015

Credits: 1 quarter credit

Instructor: Brenda Buratti (buratti@ohsu.edu)

Course meets online: June 29 – August 7, 2015

Face-to-Face Dates: There are not face-to-face meetings for this course.

Required Materials:


Textbook prices vary by format and vendor.

Course Description

Tailored to meet the individual writing needs of management professionals, this course reviews and practices standard conventions in grammar and punctuation, and innovative stylistics using a highly interactive format. The course addresses both electronic (email) and traditional (letter, summary, report) managerial writing tasks with the goal of clearer, more concise business communication.