

MGT 590 Effective Business Writing for Management

Term:	Summer 2019
Credits:	1 quarter credit
Instructor:	Kelsi Nagle-Rowe (naglek@ohsu.edu)
Course meets online:	Monday, June 24 – Friday, August 2, 2019
Face-to-Face Dates:	This course meets online only. There are no face-to-face meetings for this course.

Required Materials

Munter, M. & Hamilton, L. (2013) *Guide to Managerial Communication, 10th Edition*. Prentice Hall.
ISBN 10: 013297133X. ISBN-13: 978-0132971331. MSRP \$47.50

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.