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


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.