MGT 590 Effective Business Communications

Term: Fall 2020  
Credits: 1 quarter credit

Instructor: Kelsi Nagle-Rowe, M.A. (naglek@ohsu.edu)

Course meets online: Monday September 28, 2020 - Friday December 18, 2020  
Face-to-Face Dates: None

Required Materials

Guide to Managerial Communication
- **Author:** Mary Munter
- **Publisher:** Pearson
- **Edition:** 10th Edition
- **Price:** $48.00

Additional readings will be supplied in Sakai.

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. For native speakers of English and bilinguals with a native-level of written English.