

## MGT 590 Effective Business Communications

<b>Term:</b>	Fall 2020
<b>Credits:</b>	1 quarter credit
<b>Instructor:</b>	Kelsi Nagle-Rowe, M.A. ( <a href="mailto:naglek@ohsu.edu">naglek@ohsu.edu</a> )
<b>Course meets online:</b>	Monday September 28, 2020 - Friday December 18, 2020
<b>Face-to-Face Dates:</b>	None

### Required Materials

#### *Guide to Managerial Communication*

- **Author:** Mary Munter
- **Publisher:** Pearson
- **Edition:** 10<sup>th</sup> 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.