

Course: **Business Communications**

Curriculum for the upcoming course and information of which students should be aware:

This course is designed to introduce students to communications in the business world. Students will focus on business letters (Good News Letter, Bad News Letter, & Persuasive Letters), memos, email communication, Resume, and job applications. Students will get knowledge on how to produce these letters and how to prepare for professional interviews.

Areas that might be challenging for students:

The biggest challenge area for this course will be setting up the formatting for these different documents and the structure for the different types of letters. Students need to take time to understand their word placement with the letters and how to communicate professionally in each area.

Suggestions on how students can prepare for the upcoming course:

Students will benefit in preparing for this course by being exposed to real world communication done by businesses. Whether this is by a parent, family member, or friend who holds a job, students can look at emails or letters sent by businesses to employees or customers to understand how they communicate in different ways and the formatting used.

Suggested activities or resources (if applicable):

A good activity for students to prepare for this class would be to have an interview completed on them. Have them participate in an interview like they are going for a job. This will help students prepare for the professionalism expected in a workplace setting.
<https://corporatefinanceinstitute.com/resources/templates/word-templates-transactions/business-letter-format/> this is a useful website to use to help set up the business letter format. Students will get an in-depth look at how the set up works and the information needed.