

# WCOM 550. BUSINESS AND PROFESSIONAL COMMUNICATION.

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Credits: 3

Offered by: McGill Writing Centre (Faculty of Arts)

This course is not offered this catalogue year.

## Description

Written and oral communication skills in English for business and professional purposes. Concepts and principles of effective written communication. Planning, composing, editing, and polishing documents of various lengths and formats; conventions of workplace correspondence; direct and indirect approaches to workplace messages; composing routine, persuasive, positive, and negative messages; planning and delivering effective presentations, including creating effective visuals.

- Restriction: Not open to students who have taken CCOM 550 or CESL 525; not open to students who have taken or are taking WCOM 555. Open to graduate students, and to undergraduate students in third or fourth year.
- WCOM 550 is designed for students with fluency in spoken and written English. Students for whom English is a second or additional language should take WCOM 555.

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