

# WCOM 555. ESL: 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 for business and professional purposes for students whose first language is not English. 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; strategies to address common English as Second Language (ESL) errors in grammar, syntax, and vocabulary.

- Restriction: Open to graduate students, and to undergraduate students in third or fourth year. McGill Writing Centre ESL Placement Test required for admission. Not open to students who have taken CCOM 550 or CESL 525; not open to students who have taken or are taking WCOM 550.
- WCOM 555 is designed for students for whom English is a second or additional language. Students whose first language is English should take WCOM 550.

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