

**CREA S-180 Section 1. Effective Business Communication (CRN: 30890)**

*Kalo Clarke MFA, Lecturer on English, Northeastern University*

This course offers a practical approach to written and oral business communications. It emphasizes effective content, structure, tone, and visual format in letters, memos, and reports, and stresses organization, persuasiveness, and technique in short oral presentations. Each student is responsible for developing a written project upon which an oral presentation is based.