



**THE UNIVERSITY OF THE WEST INDIES  
OPEN CAMPUS  
St. Kitts-Nevis**

**BUSINESS WRITING AND COMMUNICATION I**

**COURSE DESCRIPTION**

Participants will be taught how to write documents commonly used in business writing such as letters, memos, electronic messages, proposals and informal reports. Participants will also be expected to make an oral presentation making use of both verbal and non-verbal forms of communication appropriate to the business environment. This course equips participants with the basic written and oral communication practices characteristic of professional environments.

**OBJECTIVE**

At the end of the course, participants will be able to:

1. Describe the principles that govern business communication contexts
2. Use the writing process to plan, organise and compose informative and persuasive business messages.
3. Edit sentences to correct errors in grammar and punctuation
4. Produce common business correspondence such as letters, memos, electronic messages and minutes.
5. Demonstrate an awareness of good business writing style
6. Structure and compose proposals and informal reports
7. Organise and deliver effective oral presentations
8. Work effectively with others in groups

**COURSE CONTENT**

- Communication Contexts in the Business World
- The business writing process, editing writing for grammatical errors
- Business correspondence (Organisation)
- Writing Informal Proposals and Reports
- Mechanics of writing
- Oral Communication/Presentations

**HOW MUCH WILL THIS COURSE COST?**

Currently, this 10-week course costs EC\$600.00.

**The University reviews tuition fees annually and course fees may be subject to change.**

**Courses are only offered if there is a viable class size.**