



Business Writing/ENGL 140 Student Learning Outcomes

ENGL 140 introduces you to important types and strategies of business writing and provides opportunities for you to apply those types and strategies. After completing the course you should be able to

- Apply the theories and concepts of communication to business contexts,
- Develop logical, effective approaches to solving business problems through communication,
- Inform and convince others in written form by developing a clear, concise, and appropriate writing style adapted to the reader(s)/audience of the message, and
- Apply basic techniques of report preparation, including the collection, evaluation, analysis, organization, interpretation and presentation of data in written and oral messages.
- Identify and eliminate common errors in punctuation, spelling, and grammar, including but not limited to subject/verb agreement, noun/pronoun agreement, and parallelism.

**Course Outcomes based on [Academic Foundations Assessment Objectives](#)

I. Skills Development and Application

1. Develop effective writing skills.

- a. Demonstrate knowledge of and competence in the use of conventional written forms: mechanics, spelling, punctuation, syntax, grammar, etc.
- b. Demonstrate ability to apply knowledge of writing strategies.
- c. Demonstrate the ability to undertake and accomplish original work in written form.