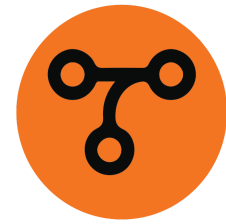


Business Communication

(Difficulty: Beginner) Last Updated Sep 30, 2022



Description: This course introduces the basics of business communication. It will cover emailing, persuasive writing, resume writing, cover letters, and interview skills. Students in this course will enhance their English skills through practical exercises and will gain experience through mock challenges.

Hardware Requirements

- A Wifi enabled laptop that can hold a charge for two hours

Software Requirements

- None

If you have any questions or concerns about the above Hardware or Software requirements please feel free to reach out to a MergeBC Instructor.

Instructor: Bobby Chan (bobbyc@mergebc.org)

Bobby is a lecturer in the school of computing science at Simon Fraser University. Bobby's areas of interests are in software engineering, web development, theoretical computing, and "fiddling". Bobby is involved with Merge BC to meet people in the community through technology.

Part 1: Introduction to Business Communication

1. Email
 - a. Basic grammar review
 - b. Edicate, word choice, and tone
 - c. Formatting
2. Business Letters
 - a. Professionalism
3. Application: "Ethics of Christianity"

Part 2: Persuasive Writing

4. Resumes and Coverletters

- a. Dos and Don'ts
 - b. Your online presence
 - c. Job searching skills
5. Application: "Faith and True"

Part 3: HRs

6. Interviews
7. Application: "God's sovereignty"

Students will be encouraged to go beyond the guided portions of the course, in-class activities will be provided for all topics so come ready to learn!

Pre-requisites: As this is an entry course there are no previous courses or knowledge required.

Cost:

We are a non-profit organization, most instructors teach on a voluntary basis, the only cost to the student is bringing a computing device that meets the requirements for that course and a small \$15 administration fee. It is the responsibility of attending classes and being in good standing in a course.

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