

BUSINESS COMMUNICATIONS

BECOME A MORE EFFECTIVE COMMUNICATOR!

The ability to communicate clearly and effectively is an essential skill, regardless of your field. Acquire the confidence to communicate well as you learn to craft and improve your writing and oral presentations. Throughout your course, you will:

- Study elements of effective communication: proofreading, clarity, organization, tone
- Identify and target your audience
- Develop brainstorming techniques to start writing
- Practice crafting the most common business formats: Emails, memos, and letters
- Learn to write more concisely and quickly
- Create effective PowerPoint slides to support a short presentation
- Have the opportunity to make a short presentation to put your newly acquired skills into practice
- Gain confidence to communicate verbally and/or in writing

*ALL IN-PERSON CLASSES REQUIRE COVID-19 VACCINATION

REGISTRATION DEADLINE:

Registration will close one week before the start of classes

TUITION:

\$250

TO REGISTER, VISIT
[THE RCC CENTER OF
WORKFORCE
DEVELOPMENT PAGE](#)