



**Welcome to Business
Communications!**

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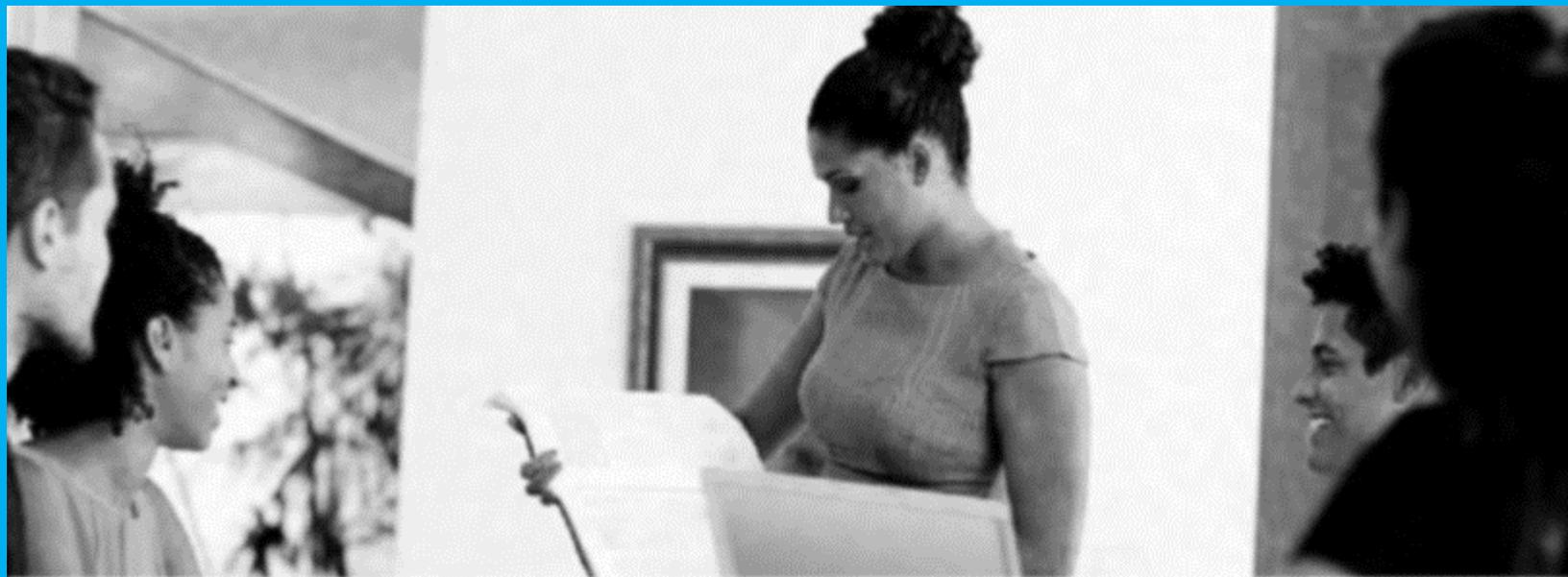




**How will
communication
skills help you
be successful
in your career?**

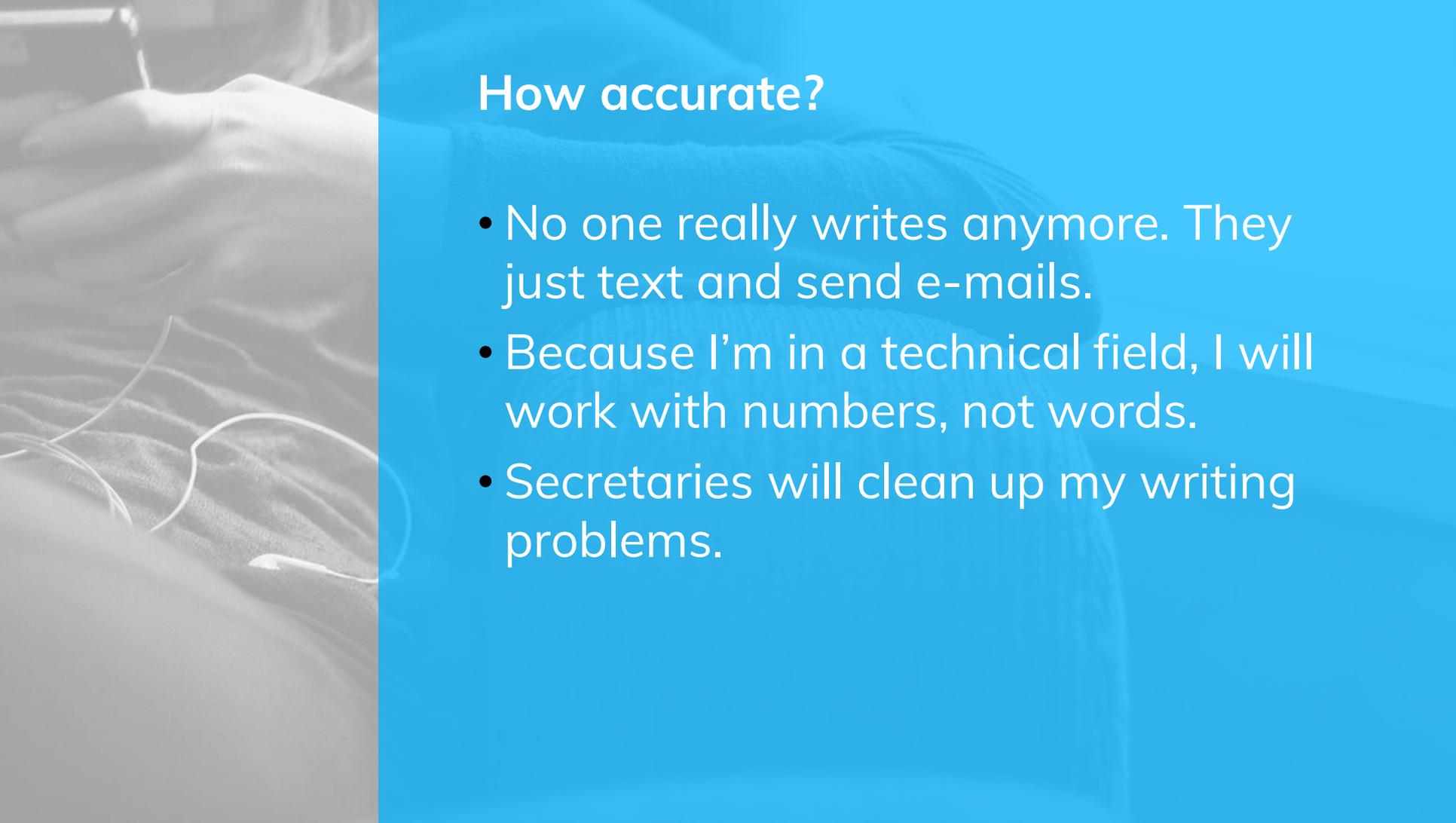






"Your company is only as good as your writing."

- Harvard Business Review



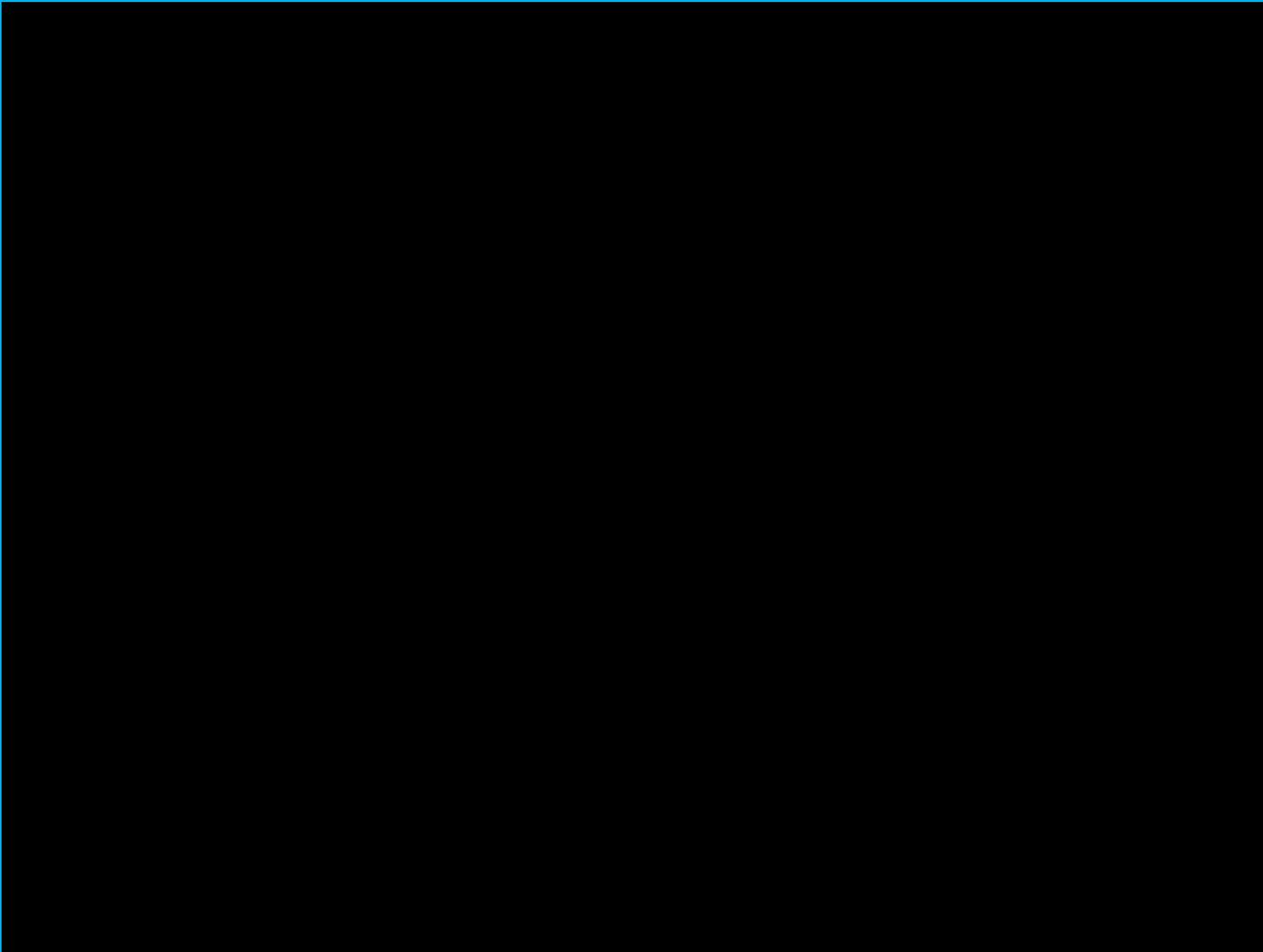
How accurate?

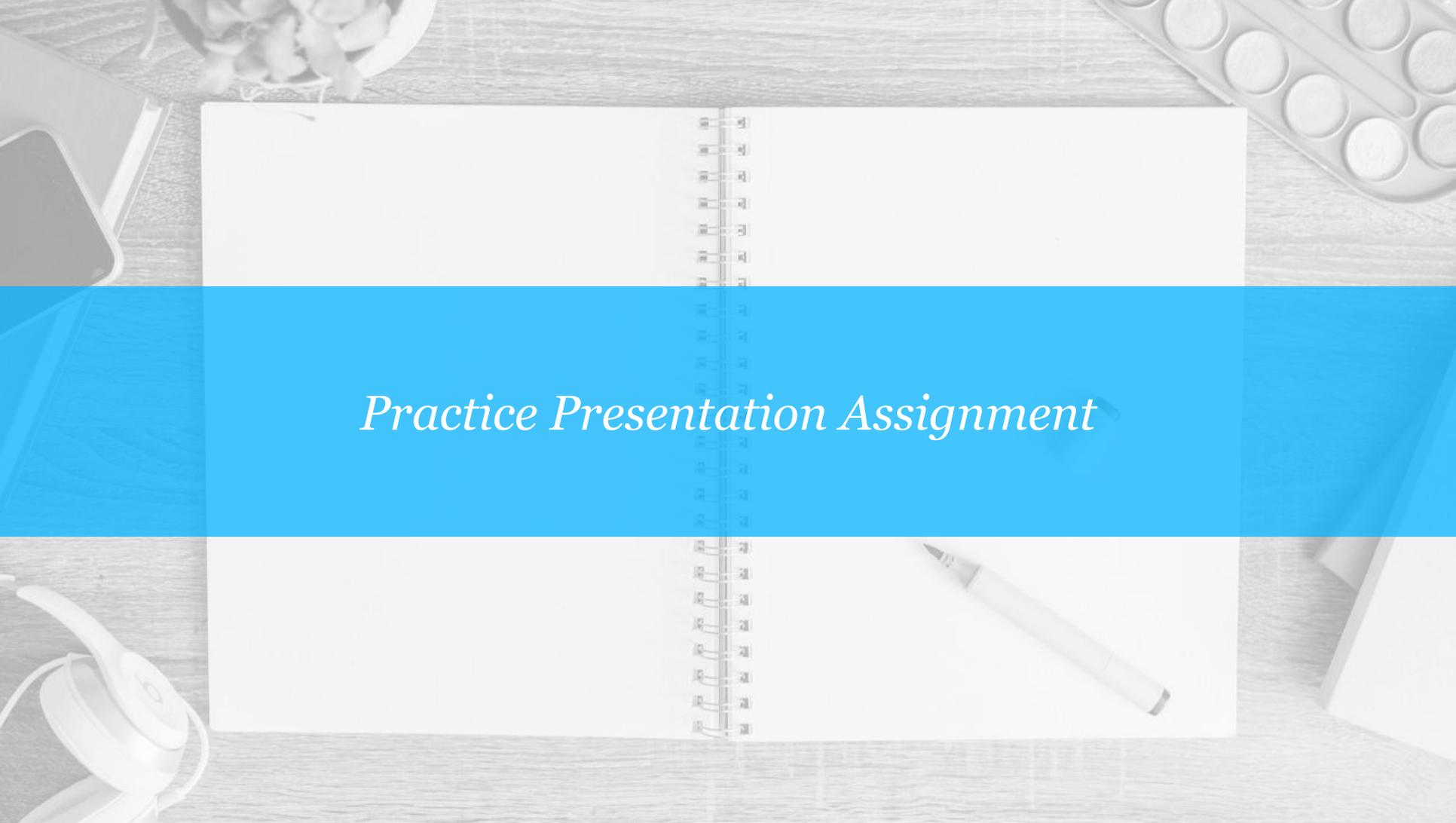
- No one really writes anymore. They just text and send e-mails.
- Because I'm in a technical field, I will work with numbers, not words.
- Secretaries will clean up my writing problems.



How accurate?

- Professional technical writers do most of the real writing on the job.
- Today's sophisticated software programs can fix any of my writing mistakes.
- I can use forms and templates for most messages.



A top-down view of a desk with a spiral notebook, a pen, a watercolor palette, and a pair of headphones. The notebook is open and has a blue horizontal band across the middle. The text "Practice Presentation Assignment" is written in white cursive on the blue band. The pen is white and lies on the bottom page of the notebook. The watercolor palette is in the top right corner, and the headphones are in the bottom left corner.

Practice Presentation Assignment