Written Business Level IV

Writing that’s professional, persuasive and effective
Course Format

The course is divided into three main components:

- Grammar
- Reading
- Writing
Class textbooks
Grammar Objectives

Students will develop their grammatical understanding in the following areas:

• General review of all verb tenses including:
  – Simple present, past, and future
  – Present, past and future progressive
  – Present, past, and future perfect

• Adjective clauses
• Noun clauses
• Adverb clauses
• Correct use of punctuation and capitalization
Reading Objectives

Students will develop their overall reading proficiency skills and be able to:

• Develop strategies for pre-reading, skimming and scanning
• Focus on organization
• Identification of main and supporting details
• Determine meaning from context
Writing Objectives

Students will develop a wide range of writing skills in the following areas:

• Business letters
• Email
• Business article summaries
• Basic 5 paragraph essays
Sample Topics

- Basic Factors of Business
- Management/Leadership
- Human Resources
- Legal Forms of Organization
- Career Paths
- Entrepreneurship
Importance of Effective Business Writing

• American English has become the essential language of the global marketplace.
• When you improve your skills and gain confidence in written business English, you benefit yourself and your employer.
For more information:

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