<table>
<thead>
<tr>
<th>Course Title:</th>
<th>PROFESSIONAL COMMUNICATIONS</th>
<th>Term/Semester/Year:</th>
<th>Spring 2010</th>
</tr>
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<tbody>
<tr>
<td>Course Catalog Number:</td>
<td>COMM 2101 22</td>
<td>Instructor:</td>
<td>Tina Alaimo LoPonte</td>
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**Course Description:** Study of and practice in major oral and written communications techniques and modes appropriate to professional communicators and others. There will be emphasis on group dynamics, collaborative presentations, research, audience analysis, effective writing and speaking styles.

**Prerequisites (If any):**

**Goals and Objectives:** At the end of this course, you should be able to:
- Work in project-oriented group settings
- Determine the objectives of business communications
- Analyze audience needs and expectations
- Organize material and analyze context effectively
- Recognize effective writing style; learn to duplicate it
- Prepare and present oral presentations
- Create letters, memos, and reports that achieve results

**Course Topics:** Letter writing, memos, faxes, emails, short reports, resumes, cover letters, summaries, editing, public speaking, meetings.

**Text:** Successful Writing at Work, Philip C. Kolin. 8th Edition, Houghton Mifflin.