

# Class Writing Review

Part 15b of  
“Communications”  
A Fairfield University E-Course  
Powered by LearnLinc

# Section 15: Business Correspondence

- Rules of good writing
  - Content
    - the seven “C’s”  
(conversational, clear, concise, concrete, constructive & correct)
    - The five “W’s”  
(who, what, when, where, & why)
  - Process (analyze, organize, write & revise)
  - Grammar / Spelling (errors are negative non-verbal symbols)
  - Citations (give references, don’t plagiarize, follow “Fair Use”)
- Business Letters
  - Style
  - Structure
- Business Memoranda
  - Structure
  - Purpose (Informative, Directive or Administrative)

# Section 15 Schedule

Session 15a	1/07	Business Correspondence	Notes:
<b>Writing assignment</b>		<b>Write a memorandum to file assessing our 2-year CMT Ecourse. Do an honest critique of course strengths / weakness and give suggestions for improvements.</b>	<b>No Class 1/12 or 1/14</b>
<b>Session 15b</b>	<b>1/19</b>	<b>Review selected submissions</b>	
Session 15c	1/21	Review for MT 9	
<b>MT 9 (Sat,Cheshire)</b>	<b>1/24</b>		
MT 9 Results	1/26		

# Memo/Letter Submissions

- 8 of 12 have submitted their letter or memo so far
- I just returned late last night (to 8 inches of snow) so we'll look at your course critiques together using AppShare

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