

## **BUSINESS ENGLISH (BENG)**

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### **BENG 150 Business Communications**

3 Credits

Effective communication, both inside and outside of an organization, is a key characteristic of a successful business. This course explores the many strategies and methods one might employ to ensure important messages are communicated in a professional manner. Through real-world assignments and case studies, this course establishes business communication fundamentals such as delivering bad news, writing complex requests, designing and delivering professional presentations, and best practices in job applications and interviews.

#### **Prerequisites**

English Studies 12, English First Peoples 12 or equivalent

#### **Transfer Credits**

Explore transfer credit opportunities by visiting the BC Transfer Guide (<http://www.bctransferguide.ca>)

