



Writing in Organizations (MGM 202)

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Lecture 1

Writing in Organizations (MGM 202)

Writing and Your Career



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Lecture 2

Writing in Organizations (MGM 202)

The Writing Process and Collaboration at Work



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Lecture 3

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Writing Routine Business Correspondence



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Writing Letters: Some Basics for Communicating with Audiences Worldwide.



Lecture 5

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How to Get a Job: Searches,
Dossiers, Portfolios, Résumés,
Letters, and Interviews



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Lecture 6

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Designing Successful Documents, Visuals, and Websites



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Lecture 7

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Writing Instructions and Procedures



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Lecture 8

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Writing Effective Short Reports



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Lecture 9

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Writing Successful Proposals



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Lecture 10

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Writing Careful Long Reports



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References

1. Successful Writing at Work,
Concise Third Edition,
By: Philip C. Kolin
University of Southern Mississippi

