COM 329 Business and Professional Speaking
Wintermester 2020

Number of Credits
3

Instructor
Samuel Crostic

Catalog Description
Practice of the principles of public speaking, conference methods and group discussions which are applicable to the business and professional community.

Required Textbooks/Materials

Student Learning Outcomes
• effective resume and letter of interest writing
• effective interviewing considerations
• effective business/professional presentation development
• effective business//professional presentation delivery

Course Details
This course provides students the opportunity to develop resumes and letters of interest for entry into business/professional communities and to develop and deliver presentations for engagement in those communities.

Assignments
Resumes, Letters of Interest, Interviewing questions, Reports and Proposals. Assignment criteria will be given during assignment lectures.

Attendance Policy
Attendance and punctuality are expected. If you miss a presentation day without instructor approval, your grade will be lowered by a half grade for each missed presentation.