

Module 2: Writing

Professional Communications OER

This module builds on the knowledge of plain language, communication channels, and audience analysis that you may already have or have learned in the Foundations Module. Here you will learn about the importance of writing clearly and with purpose. The focus will be on doing so within workplace contexts where the main challenges are to keep communication concise and not merely succinct; understandable yet professional in tone and language; and in accordance with workplace-related standards and conventions.

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