

# AMS4385 - Professional Communications in Business

[AMS 4385](#) Professional Communications in Business (3 semester hours) Combines theory and practice in improving both the written and spoken word in business. Students learn to evaluate professional and technical audiences and how to communicate more effectively to those audiences. Principles of composition, organization, tone, format, and punctuation are reviewed. Exercises in effective speaking and group presentations are also conducted. (3-0) T