Business Communications

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Course Overview
This session will teach students how to begin, carry and end productive conversations in any setting. Additionally, students will dissect other forms of communication such as email and memos. Students will learn to discern the appropriate mode of communication for various scenarios, as well as how to construct effective pieces.

Program Topics
Communication
How to Start a Conversation
Optimizing Email
Writing Memos

Program Layout
1:30 pm – 5:00 pm  Business Communications
1:30-2:30  Conversations: Ice Breakers and Small Talk
2:30-2:45  Break
2:45-3:45  Participative Activities—Small Talk
            Optimizing Email
3:45-4:00  Break
4:00-5:00  Participative Activities—Email
            Constructing Memos

This session will be a balance of classroom style lecture complimented with hands on activities to illustrate and practice competencies being presented. Additionally, students
will have the opportunity to critically exam various actual communication pieces and offer more effective suggestions.