

ESSENTIALS OF BUSINESS & TECHNICAL COMMUNICATION

ONLINE CERTIFICATE PROGRAM FOR WORKING PROFESSIONALS

NC STATE UNIVERSITY

Program Highlights

- Learn best practices to create professional documents.
- Recognize and construct effective arguments for expert and non-expert audiences.
- Apply principles of documents design and incorporate visual elements.
- Collaborate effectively in international teams.
- Guided practice in planning, drafting, reviewing, revising, and critiquing professional documents.
- Guided practice in writing feasibility reports, executive summaries, technical explanations and formal proposals.
- Practice oral communication skills through creating and delivering an oral presentation.

Program Requirements

Open to **working professionals** with an intermediate to high level of spoken and written English.



Program Details

- Live workshops led by Professors in the NC State Department of English, .
- **Designed for professionals in the business, engineering & science fields.**
- Weekly online modules to be done on your own schedule (readings, videos, research, homework)
- Online group work
- Oral & Written Presentation Practice
- NC State GTI Certificate issued upon program completion.
- Includes a **8 hours of live classes and 12-14 hours of online instruction.**



**For more information
and to apply:**

<https://gti.ncsu.edu/virtual/>

NC STATE

Global Training Initiative

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