

MT-9 Results

Part 15d of
“Communications”
A Fairfield University E-Course
Powered by LearnLinc

Section 15: Business Correspondence

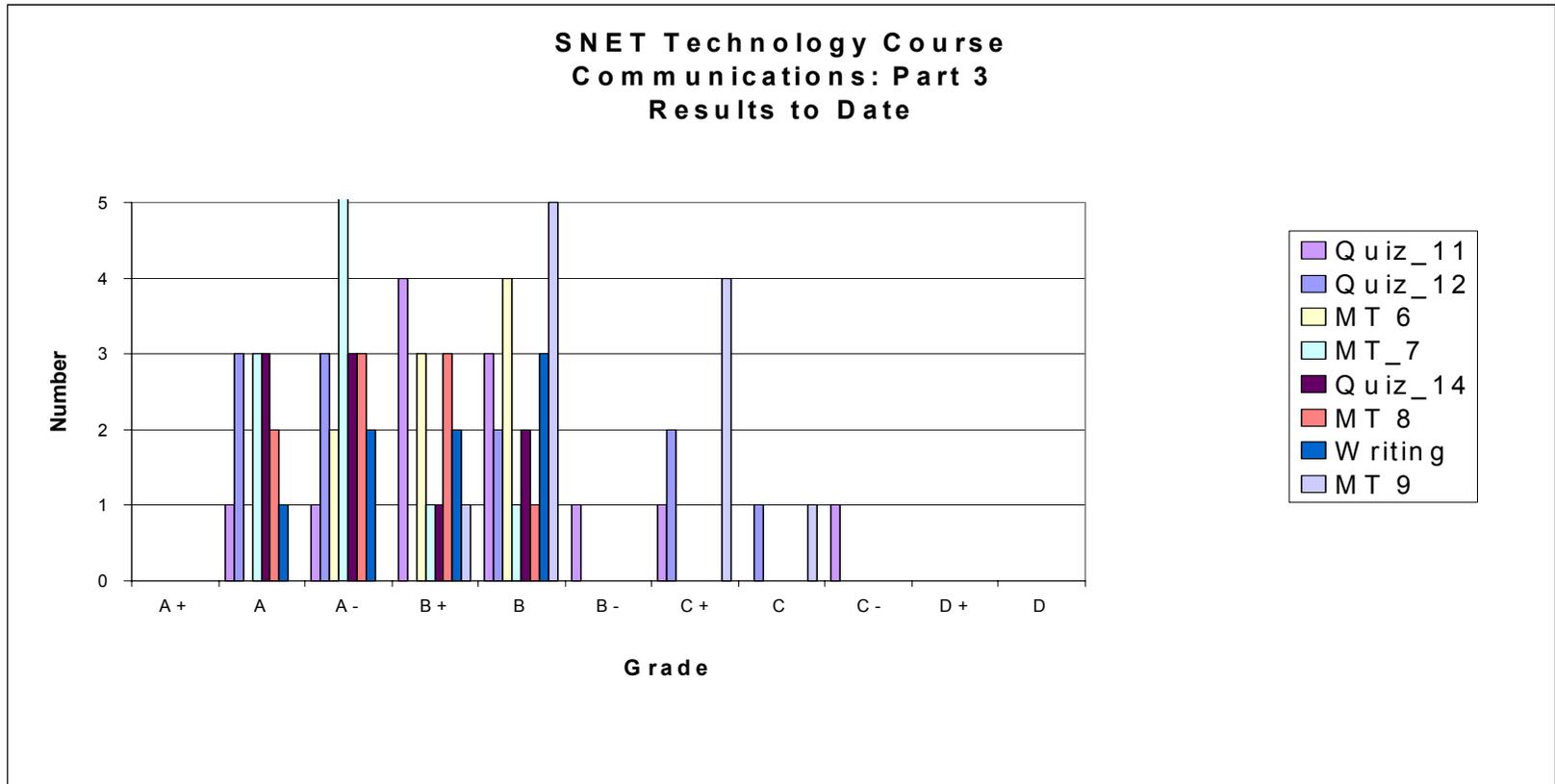
- Rules of good writing
 - Content
 - the seven “C’s”
(conversational, clear, concise, concrete, constructive & correct)
 - The five “W’s”
(who, what, when, where, & why)
 - Process (analyze, organize, write & revise)
 - Grammar / Spelling (errors are negative non-verbal symbols)
 - Citations (give references, don’t plagiarize, follow “Fair Use”)
- Business Letters
 - Style
 - Structure
- Business Memoranda
 - Structure
 - Purpose (Informative, Directive or Administrative)

Section 15 Schedule

Session 15a	1/07	Business Correspondence	Notes:
Writing assignment		Write a memorandum to file assessing our 2-year CMT Ecourse. Do an honest critique of course strengths / weakness and give suggestions for improvements.	No Class 1/12 or 1/14
Session 15b	1/19	Review selected submissions	
Session 15c	1/21	Review for MT 9	
MT 9 (Sat,Cheshire)	1/24		
MT 9 Results	1/26		

MT-9 Results

- Those that took MT-9 so far (11 of 12) – Great Job!
- Scores ranged from 70 to 82
- An “B-” average



MT-9

- We'll use Appshare and Word to go over MT-9
- We don't record these sessions.

We're Done!!

- 9 of you have completed your task successfully
- 3 others passed all three semesters with a “C” or better, but still have some MT’s to pass
- Those of you that want to take retests of some MT’s can contact me to schedule them.
- I am generally available for a MT session while I teach this semester on Thursday evenings (Bannow 133 6:30 to 9:30 PM)
- Its been a pleasure working with you, my SNET family, on this very successful program