

Current Event

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Purpose: To read, summarize, and present current news information related to the business communications and topics discussed in class using online sources

Instructions:

How do I complete this assignment?

1. Search the Internet for an article that is no more than 4 weeks old.
 - The article must be a minimum of 200 words.
 - Topics are listed below.
2. Type a summary of your article on the next page. It must be at least two complete paragraphs that include a minimum of 5 sentences with proper grammar and correct spelling. Include a link to the article, the name of the article, date of the article, and the website you got the article from.
3. **Your first paragraph should be a summary of the article and your second paragraph your opinion on the article.**
4. Proofread and edit the summary as needed.
5. Then turn in to Google Classroom

What topics can my article be based on?

1. Written business communications (effective, mechanics, types, etc.)
2. Careers in this area (communication or multimedia)
3. Employability skills needed (related to business/communications)
4. Changes in technology (related to business communications)
5. People in this area (communication or multimedia) making the news
6. Find something interesting that you think applies...**must be school-appropriate and relevant**



Article Summary:

Title of Article: Best Practices for Business Writing

Date of Article: July 25, 2019 (couldn't find anything written a less than a few months ago)

Website Name: ThoughtCo.

Link to article: <https://www.thoughtco.com/what-is-business-writing-1689188>

Type your summary below:

This article was very informative on how to write a proper Business Writing. Which is a very important communication tool, like when you're sending emails, reports, proposals, etc. As the article quotes from a book by Brant Knapp, "the best business writing can be 'understood clearly when read quickly. The message should be well planned, simple, clear, and direct'." A few basic facts the article taught me were, when you want to **convey information**, make your writing in a report or policy memo format to spread information faster. When you'd like to **deliver news**, share the news with "both internal and external audiences." A **call to action**, is when business professionals try to influence the reader with their writing. Also, when someone **justifies an action**, a business professional allows the entity to justify or explain their actions or beliefs.

Now onto more detailed tips when making a business writing. Make sure to get to the point quickly, a business writing should be upfront. Don't overuse big words, and stick to more everyday words. Keep in mind the tone matching the audience, a complaint and a reference letter wouldn't have the same tone. Use contractions to make the writing flow better and faster. Don't drag on words and phrases, for example, "choosing the word 'decided' rather than 'made the decision' makes reading easier for the audience." Don't overuse visuals, but include a few to let it flow better. Finally, keep your fonts simple.

Janice - great job on this. It is very important that we understand how to write in the business world! 100!