

# COMMUNICATION

Become a skilled communicator, form persuasive arguments, present information, write error-free emails and documents, and stand out as a professional.



Our Certificate in Business Communication consists of courses designed to develop a well-rounded communicator.



Learn how to form persuasive arguments, present information, and write error-free emails and documents.



Each self-paced course offers an assortment of interactive exercises, selected readings, and self-assessments.

## Course List:

- ▶ Better Proofreading and Copyediting
- ▶ Communicating Collaboratively
- ▶ Effective Business Writing
- ▶ Effective Emails, Memos, and Letters
- ▶ Effective Presentations

Find a complete list of courses at:

<https://catalog.mindedge.com/courses/categories/7>

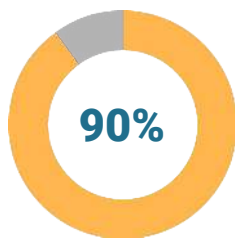
## Why Communication?

One of the key qualities of an effective professional is the ability to communicate clearly and effectively to everyone you interact with. Through the Communication courses provided by MindEdge, you'll learn the best practices for concise, direct communication and thrive in all environments – professional and personal.

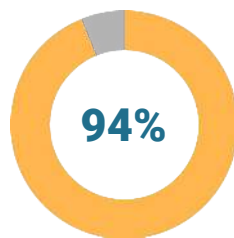
The Business Communication certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites.

## Learners agree that our online courses:

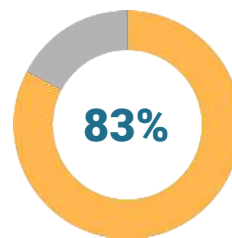
Are Effective



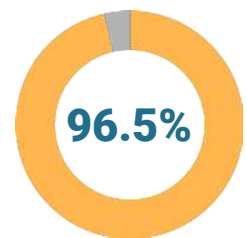
Meet Learning Objectives



Had a positive effect on their career/life



Worth Recommending to a Friend



\*Based on 2019-2020 MindEdge Learner Feedback surveys.