

**Indiana State University**  
**BEIT 336 Section 001**  
**Business Report Writing**

**Catalog Course Description**

BEIT 336 emphasizes analyzing business situations and preparing written business reports, including informational, problem-solving, and formal analytical reports. Students analyze business problems and opportunities, present findings in written and oral formats, and make data-supported recommendations while applying ethical communication practices.

**Faculty Information**

Instructor: Dr. Amber Clark  
Email: Amber.Clark@indstate.edu  
Department: Management, Information Systems, and Business Education  
Office Hours: Thursdays 12:30–2:30 PM or by appointment

**Course Learning Objectives**

Upon completion of this course, students will be able to:

- Use effective writing techniques, style, tone, format, and data displays in business reports
- Analyze business situations and identify problems and relevant factors
- Gather and analyze data to draw conclusions and make recommendations
- Apply ethical considerations to business communication and decision-making
- Deliver clear and professional oral presentations
- Communicate effectively in workplace and team settings

**Required Textbooks and Materials**

Bovée, C. L., & Thill, J. V. (2024). Business Communication Today (16th ed.). Pearson.  
MyLab Business Communication with Pearson eText access is required.  
Students must have regular access to a reliable computer, internet connection, and Microsoft Word.

**Graded Elements of the Course**

Formal Analytical Report & Oral Presentation  
AI Assignments  
Teamwork Reflection Assignments  
Pearson MyLab Assignments