

MGT6507 EM2 Summer 2026 - Business Communications

Credits: 1.5 Hours

Class Day: Wednesday
May 20, May 27, June 3, June 10, June 17 and June 24

Class Time: 6:30pm – 9:15pm

Class Location: Scheller College of Business
Room 101

Instructor Information

Instructor: Christy O’Neill

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General Course Information

Description

Employers not only expect MBA graduates to show a firm grasp of fundamental presentation skills, but they are also looking for candidates who are proficient in listening skills, understanding audiences, giving and receiving feedback, and communicating within (and as) a team. This course teaches the art and science of persuasive business communications, including organizing listener-focused messages, storytelling, presentation delivery, confident Q&A, listening skills, and effective teamwork. We teach these skills through a combination of in-class lectures, on-camera exercises (synchronous and asynchronous) and a lot of group interaction and collaboration. As a framework to teach these skills, you will each prepare an individual presentation that you will refine over the first three weeks of the course. Then, in small groups, you will develop a presentation with a slide deck that your team will deliver in our final class.

Pre- &/or Co-Requisites/Restrictions

No Pre- or Co-Requisites.

Must be enrolled in the Scheller College of Business in pursuit of a Masters, Doctorate or Special Graduate Degree

Course Goals and Learning Outcomes

Upon successful completion of this course, you should be able to:

- Organize and frame a listener-focused, memorable message
- Use storytelling to build relatability and credibility with compelling evidence
- Present in a style that connects with listeners
- Answering questions in a way that inspires confidence
- Use listening skills
- Give and receive feedback
- Communicate effectively as a team
- Apply these skills for presentations, written communications and informal settings

Course Requirements & Grading

This is a Pass/Fail class. Each class builds upon the last, so attendance and completion of assignments are required.

Assignment	Date	Weight
Attendance & Participation	Weekly	Required for Pass
Assignments & Presentations	Weekly	Required for Pass

Grading Scale

Pass = Successful completion of all assignments and attendance requirements.

Fail = More than three missed/incomplete assignments or absences.

Course Materials

“The Executive Speaker Workbook” – available in PDF on Canvas.

Additional materials, class videos, and assignments will be posted on Canvas or provided during class.

Course Policies, Expectations, & Guidelines

Academic Integrity: Students must follow Georgia Tech’s Honor Code and Student Code of Conduct. Any suspected cheating or plagiarism will be reported to the Office of Student Integrity.

Accommodations for Students with Disabilities: Contact the Office of Disability Services (404-894-2563) and provide your accommodation letter as soon as possible.

Attendance & Participation: Required. One missed class may be made up with a written assignment. More than three missed or incomplete assignments/classes results in a failing grade.

Collaboration, Group Work, and Use of Generative AI: Collaboration is encouraged throughout this class. Participation in class and providing respectful feedback to your classmates is required. You may use Generative AI to assist with topics and finding evidence (such as stories, statistics and examples). Use of Generative AI to create the entirety of a group or individual presentation is prohibited.

Extensions, Late Assignments, Missed Projects/Presentations: Must be communicated in advance for consideration. Exceptions may be made for Institute-approved activities or emergencies.

Student-Faculty Expectations Agreement: Respect, professionalism, and commitment to learning are expected at all times.

Campus Resources for Students

For graduate resources, advising, academic and personal support, visit the Office of Graduate and Postdoctoral Education website. Specific information for current graduate students includes

- Academic Resources such as the Communications Center, Language Institute, Library, Catalog, Registrar, resources for conducting research, Advocacy and Conflict Resolution resources, and how to manage unexpected situations that may impact your academic performance;
- Student Resources such as Campus Services, Child Care/Family programs, Health & Wellness, Career Services, and the Student Resource Guide; and
- Professional Development such as the programming from the Career Center and other professional development resources and events”]

At Georgia Tech, we are concerned about your overall physical, social, and mental well-being. A [comprehensive list](#) of wellness related resources has been compiled and maintained by the Office of the Vice President for Student Engagement and Well-being ([student-resource-guide \(gatech.edu\)](#))

Course Schedule and Assignments

*****PLEASE NOTE*****

All Assignments and Due Dates are noted and managed through the Canvas platform.

Modules are created for each week and show the following:

- **Class Date**
- **Class Overview**
- **An Explanation of Homework Due**
- **A Discussion Module for Posting Homework and Feedback**

The table below is an outline, but is subject to change.

Class	Topic	Assignments/Notes/Due Date
Pre-Work Class 1 May 20	Choose a Presentation Topic	Pre-Work: Choose a presentation topic prior to class. You can select a business topic, civic topic or personal interest. <i>Due: Wednesday, May 20</i>
Class 1 May 20	The Basics of Business Communications	Homework: Post your written preview <i>Due: Monday, May 25 before midnight</i>
Class 2 May 27	Communicating in a Style that Connects	Homework: Post team written preview, post one point with evidence and post written recap <i>Due: Monday, June 1 before midnight</i>
Class 3 June 3	Evidence, Storytelling and Recap	Homework: Record full presentation and peer feedback <i>Due: Monday, June 8 before midnight</i>
Class 4 June 10	Presenting as a Team & PowerPoint	Homework: Post written Hook, MO, 3 Points for team, practice presentation <i>Due: Monday, June 15 before midnight</i>
Class 5 June 17	Answering Questions with Confidence, Impromptu Settings	Homework: Team practice video; Q&A prep <i>Due: Monday, June 22 before midnight</i>
Class 6 June 24	Final Team Presentations, Email Communication	Final Presentations; Class surveys