



Joshua Fields Millburn and Ryan Nicodemus, also known as The Minimalists, wisely point out that “We are all writers now. Whether you write books, blogposts, emails, tweets, or text messages, you are a writer.”

Writing scares many but is also a practice that helps you clarify insights, share knowledge, and grow professionally. It makes your brand stronger, whether you are just starting your career journey or are already an experienced professional. And we want to tell you a secret: everyone can be a good writer. It takes practice but everyone, native or non-native speaker, can become better at writing in English. As a Carey student, you have access to several resources to help you polish the skill.

## WRITTEN COMMUNICATION

[Lynda.com](#) is a leading online learning platform which gives you access to thousands of courses to polish business, technology, and writing skills as you grow as a professional.

Some of the classes to check out include:

- Writing in Plain English
- Business Writing Strategies
- Business Writing Fundamentals
- Writing to be Heard on LinkedIn
- Writing Email
- Grammar Fundamentals

[Carey the Torch](#) is the official blog of the Career Development Office and represents a platform where Carey students, alumni, staff, and faculty can showcase their writing skills and share stories and insights. We encourage you to consider contributing. Check out the blog post guide for more information.

[11 Ways to Write Better](#) is a brief blog post that offers a concise list of 11 tips that will help you learn writing habits and become a better writer. It also links to additional resources should you be interested in further developing your writing skills.

## IN-PERSON COMMUNICATION

Writing is not the only form of communication you need to master as a business student. Often, you have to express yourself verbally in one-on-one interactions or during presentations. We have compiled a few resources that can help you with that.

### 1. [Lynda.com](#)

- Business Etiquette: Phone, Email, and Text
- Creating and Giving Business Presentations
- Communication Tips Weekly

### 2. [Ted Talks](#)

- How to Speak so that People Want to Listen [Julian Treasure]
- How Great Leaders Inspire Action [Simon Sinek]

## IN-PERSON COMMUNICATION cont.

- TED's Secret to Great Public Speaking [Chris Anderson]
- 5 Ways to Listen Better [Julian Treasure]

## STUDENT CLUBS & ORGANIZATIONS

Here are a list of student organizations here at Carey and in Baltimore/Washington D.C. that can help with communication skills:

- Professional Communications Club\*
- 1500 Finance Corner (DC campus)\*
- Student Government Association
- Carey Connect\*
- Carey Consulting Club (Baltimore)\*
- Finance Discussion Group (DC campus)\*
- Private Equity and Venture Capital Club\*
- Case Competitions
- Local and national **Toastmasters** chapters
- **Student Success Center**

\* Carey student clubs may change year-to-year based on student interest. We will update this list as student organizations are finalized each Fall.