Actsc 635 Professional Communications in Actuarial Practice

- Elements of writing;
- Letters, Memos
- Reports, Proposals
- Presentations - preparation and delivery.

Notes: This course is designed to develop students’ oral and written communication skills, using examples from actuarial practice. It will also involve reading and summarizing leading edge work in actuarial theory and practice, using project work and presentations. The course will cover the learning objectives of subject CA3, and, in fact, is intended to extend well beyond the aims of Subject CA3.

Textbooks: The course will draw from an appropriate textbook in business communication, such as The Elements of Business Writing by Blake and Bly.

Contact Hours: 36 workshop.

Assessment: 35% project and assignments; 25% presentation of project results; 40% final exam.