



# Business Writing

## Overview

Writing is a key method of communication for most people, and it's one that many people struggle with. This course will give learners a refresher on basic writing concepts and an overview of the most common business documents, giving them that extra edge in the workplace. Learners will be able to organise their thinking and write what they mean, without the clutter of useless words and complexity.

## Who this course is for

This course is ideal for everyone involved in today's business environment. It intended to be for managers, technical professionals, analysts, marketing pros, and administrative staff – everyone who wants to improve their business writing skills and communicate their ideas throughout the work day.

## Course outline

- Topic 1: Working with Words
- Topic 2: Constructing Sentences
- Topic 3: Creating Paragraphs
- Topic 4: Writing Meeting Agendas
- Topic 5: Writing E-mails
- Topic 6: Writing Business Letters
- Topic 7: Writing Proposals
- Topic 8: Writing Reports
- Topic 9: Other Types of Documents
- Topic 10: Proofreading and Finishing

*"When all other means of communication fail, try words."  
Anonymous*

## By the end of this course, learners should be able to:

- Gain better awareness of common spelling and grammar issues in business writing
- Review concepts of sentence and paragraph construction
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports
- Know tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals and business reports
- Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases
  - Define proofreading and understand techniques in improving proofreading skills
  - Define peer review and list ways peer review can help improve business writing skills
  - List guidelines in printing and publishing business writing

✓ Course Level	Short Course
✓ Course Hours	8 hours
✓ Course Standard Price	£85

### Applies towards the following certificate(s) and award(s)

- Building Skills for Entrepreneurs
- Customer Service Excellence Diploma
- Professional Secretariat Skills Diploma

