

Business Writing

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

Anonymous

The Soft Skills Gap Do You Have One?

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 you that extra edge in the workplace. Learners will be able to organize 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.

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

- Gain better awareness of common spelling & grammar issues in business writing
- Review concepts of sentence & paragraph construction
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports
- Know tips & techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals and business reports
- Know tips and techniques in writing 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 outlines

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

Course Level

Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended
Distance & Online