

Writing for the Business Professional

COURSE DETAILS

Delivery Type: Virtual Instructor-Led
Duration: 2 Days

COURSE CONTENT

In this course, you will learn the essential skills needed to organize your thoughts and select the best words and phrases to clearly convey them in writing. This course may earn a Credly Badge.

COURSE OBJECTIVES

After completing this course, students will be able to:

- Awareness of common spelling and grammar issues in business writing.
 - Basic concepts in sentence and paragraph construction.
 - Basic structure of agendas, email messages, business letters, business proposals, and business reports.
 - Collaborative writing techniques, tools and best practices
 - Tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports
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COURSE OUTLINE

- 1 - Working with Words
 - Monitoring Spelling, Grammar, and Verb Tense
 - Creating a Reference Sheet
 - 2 - Constructing Sentences
 - Recognizing Sentence Parts
 - Classifying Sentence Type
 - Increasing Readability with Punctuation
 - 3 - Creating Paragraphs
 - The Three Basic Components
 - Organization Methods
 - 4 - Finding Facts
 - Identifying and Using Key Resources
 - Fact-Finding and Information Gathering
 - 5 - Collaborative Writing
 - Clarifying the Objective
 - Collaborative Writing Strategies and Patterns
 - 6 - Types of Collaborative Business Writing
 - Applying Different Construction Techniques
 - Cut & Paste, Puzzle, Sequential Summative
 - Integrating Construction
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7 - Collaborative Tools and Processes

- Planning and Revision
- Creating Outlines and Storyboards
- Building Team Cohesion

8 - Writing Meeting Agendas

- Choosing an Agenda Format
- Structuring and Writing the Agenda

9 - Writing E-Mails, Reports and Proposals

- Addressing Your Message
 - Using Proper Grammar and Defining Acronyms
 - Structuring, Formatting, and Writing Your Report
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WHO SHOULD ATTEND

Professionals desiring to be able to communicate clearly and concisely in their writing.