

Writing for the Business Professional | 3 Days

From informal memos to detailed reports, writing skills are essential for effectively communicating with colleagues and those outside of your organization. Subtle elements, such as the tone that you use, can have a significant impact on the way that your ideas are received and the persuasiveness of your arguments. 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.

WHO SHOULD ATTEND:

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

JOB ROLES:

Personal Development
Leader of Teams/Projects
Leader of Managers/Departments

OBJECTIVES:

- 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

COURSE OUTLINE:

Working with Words

Monitoring Spelling, Grammar, and Verb Tense
Creating a Reference Sheet

Constructing Sentences

Recognizing Sentence Parts
Classifying Sentence Type
Increasing Readability with Punctuation

Creating Paragraphs

The Three Basic Components
Organization Methods

Finding Facts

Identifying and Using Key Resources
Fact-Finding and Information Gathering

Collaborative Writing

Clarifying the Objective
Collaborative Writing Strategies and Patterns

Types of Collaborative Business Writing

Applying Different Construction Techniques
Cut & Paste, Puzzle, Sequential Summative
Integrating Construction

Collaborative Tools and Processes

Planning and Revision
Creating Outlines and Storyboards
Building Team Cohesion

Writing Meeting Agendas

Choosing an Agenda Format
Structuring and Writing the Agenda

Writing E-Mails, Reports and Proposals

Addressing Your Message
Using Proper Grammar and Defining Acronyms
Structuring, Formatting, and Writing Your Report
Writing Persuasively
Proofreading and Editing Your Documents
Taking Advantage of Peer Reviews

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.