

## Writing for the Business Professional

### Overview

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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.

### Target Audience

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

### Course Objectives

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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

### Course Outline

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#### 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

#### **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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