

Business Writing

Overview

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.

Course Objectives

Writing is a key method of communication for most people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

Course Outline

1 - Getting Started

Icebreaker
Housekeeping Items
The Parking Lot
Workshop Objectives

2 - Working with Words

Spelling
Grammar
Creating a Cheat Sheet

3 - Constructing Sentences

Parts of a Sentence
Punctuation
Types of Sentences

4 - Creating Paragraphs

The Basic Parts
Organization Methods

5 - Writing Meeting Agendas

The Basic Structure
Choosing a Format
Writing the Agenda

6 - Writing E-mails

Addressing Your Message
Grammar and Acronyms

7 - Writing Business Letters

The Basic Structure
Choosing a Format
Writing the Letter

8 - Writing Proposals

The Basic Structure
Choosing a Format
Writing the Proposal

9 - Writing Reports

The Basic Structure
Choosing a Format
Be guided by the:
The purpose of the report
The seniority of your readers
Writing the Report

10 - Other Types of Documents

Requests for Proposals
Projections
Executive Summaries
Business Cases

11 - Proofreading and Finishing

A Proofreading Primer
How Peer Review Can Help
Printing and Publishing

12 - Wrapping Up

Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations
