

Writing for the Business Professional

Overview

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

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

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

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

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
