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Learning Style: Online Instructor-Led

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Writing for the Business Professional



About This Course:

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.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

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

Audience:

- Professionals desiring to be able to communicate clearly and concisely in their writing will benefit from this course.

Prerequisites:

- None

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