



Business Writing

Course Length: One Day

Prerequisites: None.

Course Description

Communicating effectively within an organization is a key element to being successful. Learn business writing skills in this one day instructor-led course.

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Unit 1: Writing skills

- Topic A: Basic writing skills
- Topic B: Effective sentences and paragraphs

Unit 2: Writing specific messages

- Topic A: Business letters and reports
- Topic B: Writing opinionated messages

Unit 3: Understanding proposals

- Topic A: Proposals
- Topic B: Client-focused proposals

Unit 4: Letter proposals

- Topic A: Writing a letter proposal
- Topic B: Visually appealing proposals

Unit 5: Formal proposals

- Topic A: Structuring formal proposals
- Topic B: Visual elements and editing