

## BUSINESS WRITING ESSENTIALS FOR THE MODERN WORKPLACE

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Professional  
Writing in  
Today's Workplace



**COURSE LENGTH: 1.0 DAYS**

When creating written communications in the workplace, it is essential that the details of the communication be correct, while the basic layout of the document is appropriate, and the ideas or information is presented logically and effectively.

The PD Training Business Writing Essentials for the Modern Workplace course teaches participants how to assure the effectiveness of any type of business writing, whether its reports, proposals and even emails, and ensures these documents are written using the correct sentence structure, grammar and formatting. Participants will learn key business writing skills like planning the document content, writing for the reader, various conversational styles, the use or avoidance of industry jargon and multiple types of document styling.

Business Writing Essentials for the Modern Workplace training courses are available now across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

Click the "Group Training Quote" button for a free quote for your internal team training or click the "Register Now" button to view the current public schedule.

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## BUSINESS WRITING ESSENTIALS FOR THE MODERN WORKPLACE COURSE OUTLINE

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### FOREWORD

This workshop is focussed on creating well written business documents. The course reviews the basic principles that apply to all forms of writing and provides you with a framework through which you can improve your business writing.

The motto of PD Training is to 'Empower Improvement'. We seek to enhance people's work life by providing you with skills that you can utilise immediately back in your workplace. The best way to identify how to utilise these newfound writing skills, is to reflect on the activities that you performed throughout your training and implement them as soon as possible in the workplace.

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### OUTCOMES

**After completing this course participants will have learned:**

- Basic Principles of Writing
  - Types of Writing
  - Proper Use of Words
  - Email Etiquette
  - Create Attractive Letters and Proposals
  - The 7 C's of Writing
  - Identify the Reader
  - Jargon, Cliche's and Modifiers
  - Understand Different Conversational Styles
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### MODULES

#### Lesson 1: Why, Who and What of Writing

- Welcome
- My Writing Landscape
- Starting with 'Why'
- Moving to 'Who'
- Ending with 'What'
- Reflection

#### Lesson 2: Two Bee or Not to Be – Grammar Has the Answer

- Sentences
- To Write or to be Written
- Pronouns
- Verbs
- Reflection

#### Lesson 3: Planning What You Write

- The Seven Cs of Writing
- Why Plan?
- Making the Reader Care
- Reflection

#### Lesson 4: The First Draft

- Conversational Style – Using Plain Language
- About Tone
- Word Choice
- Reflection

### Lesson 5: Editing

- Ways to Edit
- What to Edit
- Other Considerations – jargon, clichés and modifiers
- Reflection

### Lesson 6: One in 260 Billion

- How to Get Noticed and Engage the Reader
- Email Etiquette
- Reflection

### Lesson 7: Other Correspondence

- Letters
- Proposals
- Reflection

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)