

## BUSINESS WRITING TRAINING - 2018

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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 are presented logically and effectively.

The PD Training Business Essentials Writing course teaches participants how to assure the effectiveness of any type of business writing, whether its reports, proposals and even emails, and ensures documents these 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, conversational styles, the use or avoidance of industry jargon and multiple types of document styling.

This comprehensive training course is available 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 TRAINING - 2018 COURSE OUTLINE

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### FOREWORD

Writing is a key method of communication for most people, and it's one that many people struggle with. During this course, participants will take part in a basic writing refresher, which will focus on spellings, grammar and punctuation. This Business Writing workshop will provide an overview of the most common business documents, including proposals, reports and agendas, giving you the skills to effortlessly produce brilliantly composed written communications.

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### OUTCOMES

#### In this course participants will:

- Understand and apply the six principles of good writing
  - Clearly define the purpose of your writing
  - Understand how your personal style influences your writing
  - Learn to write for a broad audience
  - Understand how to plan your writing
  - Explore the essential elements of language structure and grammar using plain English
  - Learn how to write concisely and persuasively to convey emotion and meaning
  - Understand the importance of editing and proof reading
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### MODULES

#### Lesson 1: Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Lesson 2: Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

#### Lesson 3: Constructing Sentences

- Parts of a Sentence
- Punctuation
- Types of Sentences

#### Lesson 4: Creating Paragraphs

- The Basic Parts
- Organization Methods

#### Lesson 5: Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

#### Lesson 6: Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

### **Lesson 7: Writing Business Letters**

- The Basic Structure
- Choosing a Format
- Writing the Letter

### **Lesson 9: Writing Reports**

- The Basic Structure
- Choosing a Format
- Writing the Report

### **Lesson 11: Proofreading and Finishing**

- A Proofreading Primer
- How Peer Review Can Help
- Printing and Publishing

### **Lesson 8: Writing Proposals**

- The Basic Structure
- Choosing a Format
- Writing the Proposal

### **Lesson 10: Other Types of Documents**

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

### **Lesson 12: Wrapping Up**

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

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## **WEB LINKS**

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