BUSINESS WRITING TRAINING - 2018

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Professional Writing in Todays 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.

BUSINESS WRITING TRAINING - 2018 COURSE OUTLINE

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.

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

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 8: Writing Proposals
- The Basic Structure
- Choosing a Format
- Writing the Proposal

Lesson 9: Writing Reports
- The Basic Structure
- Choosing a Format
- Writing the Report

Lesson 10: Other Types of Documents
- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

Lesson 11: Proofreading and Finishing
- A Proofreading Primer
- How Peer Review Can Help
- Printing and Publishing

Lesson 12: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote