PROFESSIONAL DEVELOPMENT TRAINING

Business Writing Essentials for the Modern Workplace

REQUEST QUOTE

1.0 DAY COURSE

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.

What You'll Gain:

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.

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

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

Talk to our expert team

Phone:

Email: