For more information:

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Business Writing Basics
1 full day

Course Agenda

By the end of this workshop, participants will be able to:

- Understand the purpose of their communication
- Determine the “need-to-know” content vs the “nice-to-know” fluff
- Formulate a direct yet polite opening sentence
- Understand common grammar issues and rules
- Direct the reader’s attention to the most important details
- Develop a confident and professional writing style and tone
- Remove extra words
- Structure information in a logical order
- Use the active voice to show responsibility and ease readability
- Organize information for short reports
- Understand effective email techniques
- Determine which tool to use: email, text messages or phone
- Be clear, concise and complete in all communications
- Revise and edit their own or others’ writing

Participants will receive personal feedback on at least one writing assignment.

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