KnowledgeWave

Business Writing

Course Length: 1 Day

Course Description

Description:	Writing is a key method of communication for most people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

Course Content

Lesson 1 – Getting Started	• Workshop Objectives • Pre-Assignment Review
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