

Program Title: Business Writing

Description

Everyone has to write. Most of us can use a refresher in the basics of business writing. This workshop will take participants through a review of basic grammar and common mistakes. We will use plain English to organize thoughts, construct paragraphs and write reports. At the conclusion, participants will come away with practical tips, practices and reminders to be a more effective writer.

Highlights:

This workshop is interactive and fast paced to keep participants engaged in the review of basic grammar, writing methods and appropriate report structure and uses.

Learning Objectives:

- Review email and Outlook basics
- Explore concise written communication principles
- Avoid common errors
- Develop techniques to write strong paragraphs
- Review and identify appropriate types of reports to deliver your message
- Practice common proofreading techniques

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	Individual contributors, New Supervisors, Experienced Managers,
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Personal Development