

BUSINESS WRITING ESSENTIALS

The Business Writing Skills course teaches trainees how to write letters, e-mails, memos, and reports that people understand and take seriously. The course is designed to help trainees feel they can write a document tomorrow morning confident that it will be understood and generate the desired response.

Course Duration

2 Days

Target Audience

All office workers such as sales teams, marketing, and technical teams.

Prerequisite

Basic command of the English language with no serious usage problems.

Course Objectives

By the end of this course the participant will be able to:

Write clear letters, memos and reports

Plan and prepare his writing ideas to reach a conclusion.

Differentiate among letter, memo, e mail, report and Fax in the writing constrains.

Course Contents

- Pre-write
- Prepare the Information
- Organize the Writing
- Introduce the Content
- Write a Clear Document
- Write Clear, Complete Explanations
- Write a Conclusion with Impact
- Write Clear, Effective Sentences, Paragraphs, and Words
- Prepare a Polished, Correct Final Draft