



Business Writing

One Day (8 hours); Optimum Class Size 6-12

Training 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.

Agenda:

- Getting Started
 - Workshop Objectives
 - Pre-Assignment Review
- Working with Words
 - Spelling
 - Grammar
 - Creating a Cheat Sheet
- Constructing Sentences
 - Parts of a Sentence
 - Punctuation
 - Types of Sentences
- Creating Paragraphs
 - The Basic Parts
 - Organization Methods
- Writing Meeting Agendas
 - The Basic Structure
 - Choosing a Format
 - Writing the Agenda
- Writing E-mails
 - Addressing Your Message
 - Grammar and Acronyms
- Writing Business Letters
 - The Basic Structure
 - Choosing a Format
 - Writing the Letter



- Writing Proposals
 - The Basic Structure
 - Choosing a Format
 - Writing the Proposal

- Writing Reports
 - The Basic Structure
 - Choosing a Format
 - Writing the Report

- Other Types of Documents
 - Requests for Proposals
 - Projections
 - Executive Summaries
 - Business Cases

- Proofreading and Finishing
 - A Proofreading Primer
 - How Peer Review Can Help
 - Printing and Publishing

- Wrapping Up
 - Words from the Wise