

Business Writing: Putting Your Thoughts On Paper - 1 Day

Course Description: This one-day course is designed for those who desire to improve their writing and/or editing skills. Its goal is to enhance the participants' writing skills through lectures, modeling, peer tutoring, and several short written assignments and editing exercises.

Course Objectives:

- Five stages of the composing process
- Gathering material efficiently and effectively
- Examples of several writing tasks
- Benefits of daily journal writing
- Grammar and punctuation overview and review
- Organizing your thoughts
- Organization and structure of business writing
- Rules for writing reports
- Kinds of letters
- Classification of reports and letters
- Common types of reports and letters
- Benefits of brainstorming
- Developing a paragraph
- Benefits of making an outline
- Importance of knowing the reader-writer relationship
- Functional writing in business, industry, and government
- Conducting primary and secondary research
- Fast fact finding research tools
- Five classes of written materials
- Three main body parts of effective writing
- Three purposes of oral presentations
- Writing oral reports and presentations
- Benefits of presenting data visually
- Developing a functional writing style
- Solving common writing problems
- Where to go when you have trouble with grammar and punctuation
- Bibliography of self help reference books on business writing