BUSINESS WRITING - 2018

Generate a group quote today

Professional Writing in Todays Workplace

COURSE LENGTH: 1.0 DAYS

When creating written communications in the workplace, it is essential that the details of the communication be correct, while the basic layout of the document is appropriate, and the ideas are presented logically and effectively.

The PD Training Business Essentials Writing course teaches participants how to assure the effectiveness of any type of business writing, whether its reports, proposals and even emails, and ensures documents these are written using the correct sentence structure, grammar and formatting.

Participants will learn key business writing skills like planning the document content, writing for the reader, conversational styles, the use or avoidance of industry jargon and multiple types of document styling.

Click on the button above to get a quote for an inhouse/onsite training event at your preferred location.

Professional Business Writing training is great for all staff and more fun than you think. Attend a class today or have a trainer come to your workplace in Malaysia and Kuala Lumpur.

This Business Writing training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a free quote!

BUSINESS WRITING - 2018 COURSE OUTLINE

FOREWORD

Writing is a key method of communication in personal and professional life and for many it is a skill that requires focus, training and practice. In this Professional Business Writing Training Course participants will refresh some fundamentals such as spelling, grammar, and punctuation.

People will also learn how to approach most common business documents including emails, proposals, reports and agendas providing that extra level of professionalism with internal and external communications.

OUTCOMES

In this course participants will:
- Understand and apply the six principles of good writing
- Clearly define the purpose of your writing
- Understand how your personal style influences your writing
- Learn to write for a broad audience
- Understand how to plan your writing
- Explore the essential elements of language structure and grammar using plain English
- Learn how to write concisely and persuasively to convey emotion and meaning
- Understand the importance of editing and proof reading

MODULES

Lesson 1: Getting Started
- Pre-Assignment Review

Lesson 2: Writing with Professional Impact
- Spelling Basics
- Grammar Basics
- Building a Quick Reference Guide

Lesson 3: Structuring Sentences for Effectiveness and Readability
- Sentence Structure Explained
- Punctuation Explained
- Sentence Variations

Lesson 4: Creating Paragraphs with Persuasive Power
- Parts of a Paragraph
- Organization Techniques
- Paragraph Transition

Lesson 5: Writing Emails for Success
- The Golden Rule Number 1
- Make the most of your prime email-estate
- Effective Subject lines
- Write Descriptive Subject Lines

Lesson 6: Writing Proposals
- Proposal Structures
- Key Elements to Effective Proposals
- Information Not Required

- Introduction – Body – Conclusion
- Grammar and Acronyms
- Email Style

Lesson 7: Writing Reports
- Various Reports Structure
- Key Elements of a Useful Report
- Tables, Graphs and Images
- Avoid Common Errors

Lesson 8: Proofreading and Finishing - Avoid the Cringe
- Proofreading Techniques
- Using Peer Reviews
- Printing and Publishing Tips

Lesson 9: Other Types of Documents
- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

Lesson 10: Wrapping Up
- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote