

Business Writing

Writing is a key method of communication for most people, and it's one that people struggle with. Writing and communication skills have degraded with more people communicating through email and text messaging. Developing skills is still important in the business world as creating proper documents (proposals, reports, and agendas), giving you that extra edge in the

The Business Writing workshop will give your participants a refresher on writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents. These basic skills will provide your participants with that extra benefit in the business world that a lot of people



many more and writing (such as workplace.

basic overview

are losing.

Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

Module Three: Constructing Sentences

- Parts of a Sentence
- Punctuation
- Types of Sentences

Module Four: Creating Paragraphs

- The Basic Parts
- Organization Methods

Module Five: Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

Module Six: Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

Module Seven: Writing Business Letters

- The Basic Structure
- Choosing a Format
- Writing the Letter

Module Eight: Writing Proposals

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

Module Nine: Writing Reports

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

Module Ten: Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

Module Eleven: Proofreading and Finishing

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

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations