

BETTER BUSINESS WRITING

Most everyone suffers from some form of “business writing blues.” Some of us suffer from writer’s block, others take too long to make a point, and still others make common grammatical errors.

Stop wasting time, frustrating readers, and losing credibility—this course can help. *Better Business Writing* is a 14-hour (two days) practical course for all who need to improve their writing skills. The individual and team activities will stimulate interest and reinforce key concepts that you can apply right away.

COURSE OBJECTIVES

Upon completion, participants will be able to write better business correspondence by learning how to:

- Organize their thoughts and write more concisely
- Write with purpose and conviction
- Jumpstart the writing process
- Avoid the most common writing errors

COURSE OUTLINE

1. Overview
2. The WRITE process
 - Defeat writer’s block
 - Stay focused
 - Increase effectiveness
3. Common writing and grammatical errors
 - Word usage
 - Punctuation
 - Sentence structure
4. Concise writing skills
 - Word and sentence strategies for reducing unnecessary words
5. Review and action plan