



Business Writing Training Course Outline

Foreword:

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 proposal, reports and agendas), giving you that extra edge in the workplace.

Outcomes:

Participants in this Business Writing and Email etiquette course will

- Gain better awareness of common spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Understand how to ensure email is used professionally and effectively
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques in writing agendas, email messages, business letters, business proposals, and business reports.
- Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases.
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.
- List guidelines in printing and publishing business writing.

Course length:

1-day

<p>Business Writing Training Course - Lesson 1 Writing with Professional Impact</p> <ul style="list-style-type: none"> • Spelling • Grammar • Creating a Cheat Sheet 	<p>Business Writing Training Course - Lesson 2 Structuring Sentences for Effectiveness and Readability</p> <ul style="list-style-type: none"> • Parts of a Sentence • Punctuation • Types of Sentences
<p>Business Writing Training Course - Lesson 3 Creating Paragraphs with Persuasive Power</p> <ul style="list-style-type: none"> • The Basic Parts • Organisation Methods 	<p>Business Writing Training Course - Lesson 4 Writing Meeting Agendas</p> <ul style="list-style-type: none"> • The Basic Structure • Choosing a Format • Writing the Agenda



Business Writing Training Course - Lesson 5

Professional Email and Email Etiquette

- Addressing Your Message
- Appropriate and Effect use of 'Urgent'
- Make the most of your prime email-estate
- Introduction – Body – Conclusion
- Effective Subject lines:
- Don't make me open the email to find out the purpose – Tell me what you want from me – in 1 line
- Don't make me scroll! - 1 page view only
- Don't make me translate your sloppy language - Make it simple and fast to read
- Don't make me read redundant words
- 2 – 3 lines per paragraph
- Salutation
- Signoff and Signature
- Corporate Communications Taglines
- Using 'Draft'
- Using 'Time Delays'
- Grammar and Acronyms
- Email Style
- Choosing a style

Business Writing Training Course - Lesson 6

Writing Business Letters

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

Business Writing Training Course - Lesson 7

Writing Proposals

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

Business Writing Training Course - Lesson 8

Writing Reports

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

Business Writing Training Course - Lesson 9

Other Types of Documents

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





Business Writing Training Course - Lesson 10

Proofreading and Finishing - Avoid the Cringe

- A Proofreading Primer
- How Peer Review can help
- Printing and Publishing

Business Writing and Email Etiquette is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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