

Advanced Writing Skills

Course Description:

This course is for individuals who already write well. Our time will be devoted to writing letters of recommendation, persuasion, and refusal or of action that reflect current word usage and up-to-date formats. You will also become more skilled at writing business cases, proposals and reports and learn more about e-mail etiquette.

Course Duration: 1 Day

Learning Objectives:

- Revisit the rules of good grammar and clear communication.
- Improve sentence construction and paragraph development.
- Develop effective business letters for tough situations.
- Discuss e-mail etiquette.
- Develop an appropriate writing style and format for your letters, business cases and reports.
- Recognize standard ways of documenting materials.
- Apply these skills in real work applications.

Course Outline:

- Introductions and Course Overview
- Top Ten Writing Challenges
- The Three C's
- Grammar and Writing Mechanics
- Readability Index
- Writing Letters
- Dealing with Specific Requests
- E-mail Etiquette
- Business Documents
- Personal Action Plan