

BUSINESS WRITING ESSENTIALS

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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 buttons above to register for a public course or to get a quote for an inhouse/onsite training event at your preferred location.

Business Writing Essentials training course is now available in Singapore.

BUSINESS WRITING ESSENTIALS COURSE OUTLINE

FOREWORD

This workshop is about creating well-written business documents. The course reviews the basic principles that apply to all forms of writing and provide you with a framework through which you can improve your writing.

The motto of PD Training is to 'Empower Improvement'. We seek to enhance people's work life by providing you with skills that you can utilize immediately back in your workplace. The best way to identify how to utilize these newfound writing skills is to reflect on the activities that you performed throughout your training and implement them as soon as possible in the workplace.

OUTCOMES

After completing this course participants will be able to learn:

- ▶ Basic principles of writing
 - ▶ Types of writing
 - ▶ Proper use of words
 - ▶ email etiquette
 - ▶ create attractive letters and proposals
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MODULES

Lesson 1: Why, Who and What of Writing

- ▶ Welcome
- ▶ My Writing Landscape
- ▶ Starting with 'Why'
- ▶ Moving to 'Who'
- ▶ Ending with 'What'
- ▶ Reflection

Lesson 2: Two bee or not to be – grammar has the answer

- ▶ Sentences
- ▶ To Write or to be Written
- ▶ Pronouns
- ▶ Verbs
- ▶ Reflection

Lesson 3: Planning what you write

- ▶ The Seven Cs of Writing
- ▶ Why Plan?
- ▶ Making the Reader Care
- ▶ Reflection

Lesson 4: The First Draft

- ▶ Conversational Style – using plain language
- ▶ About Tone
- ▶ Word Choice
- ▶ Reflection

Lesson 5: Editing

- ▶ Ways to Edit
- ▶ What to Edit
- ▶ Other Considerations – jargon, clichés and modifiers
- ▶ Reflection

Lesson 6: One in 260 Billion

- ▶ How to get noticed and engage the reader
- ▶ Email Etiquette
- ▶ Reflection

Lesson 7: Other Correspondence

- ▶ Letters
- ▶ Proposals
- ▶ Reflection

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)