

# Business Writing

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

This workshop will give your participants a refresher on basic 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 are losing.

## Objectives

Gain better awareness of common issues in business writing | Know basic structure and concepts of business writing | Learn tips and techniques | Define, understand and review proofreading skills | List guidelines in printing and publishing

## Business Writing 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