

Course Description

Effective Business Writing AMS219

Overview

In today's fast-paced business world, writing crisp effective business communications is critical for success. Writing well can help you get the results you want, get your work done faster, and even improve your image. Clear, concise, thoughtful communications will help set you apart in the business world. In this comprehensive course, you will learn the essentials of better business writing through a variety of proven techniques.

After completion of this workshop, participants will be able to:

- Outline and plan communication
- Adapt your writing to different mediums (including email)
- Write business documents that get results
- Organize key points for higher reader interest
- Structure paragraphs
- Get their points across effectively
- Write simply with flow
- Identify common punctuation and grammatical errors
- Edit communications

Format

The format of the course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises.

Delivery Options

Duration

2 Days/Online 12 hours

Who Should Attend

Any business professional who seeks to improve their business communication skills would benefit by taking this course.

