



Business Writing Basics

Overview: This course will give 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 participants with that extra benefit in the business world that a lot of people are losing.

Prerequisites: There are no prerequisite requirements for this course.

Course Length: 1 Day

Course Content

Lesson 1: Getting Started

Workshop Objectives
Pre-Assignment Review

Lesson 2: Working with Words

Spelling and grammar
Creating a Cheat Sheet

Lesson 3: Constructing Sentences

Parts of a Sentence and Punctuation
Types of Sentences

Lesson 4: Creating Paragraphs

The Basic Parts
Organization Methods

Lesson 5: Writing Meeting Agendas

The Basic Structure and choosing a Format
Writing the Agenda

Lesson 6: Writing E-mails

Addressing Your Message
Grammar and Acronyms

Lesson 7: Writing Business Letters

The Basic Structure and Choosing a Format
Writing the Letter

Lesson 8: Writing Proposals

The Basic Structure and choosing a Format
Writing the Proposal

Lesson 9: Writing Reports

The Basic Structure and choosing a format
Writing the Report



Lesson 10: Other Types of Documents

Requests for Proposals

Projections and Executive Summaries

Business Cases

Lesson 11: Proofreading and Finishing

A Proofreading Primer

How Peer Review Can Help

Printing and Publishing