

Business Writing: Putting Your Thoughts on Paper - 1 Day

Course Description: This one-day course is designed for those who desire to improve their writing and/or editing skills. Its goal is to enhance the participant's writing skills through lectures, modeling, peer tutoring, and several short written assignments and editing exercises.

Course Objectives:

Objective 1: Examine five stages of the composing process

- Discuss material efficiently and effectively
- Evaluate examples of several writing tasks
- Explain benefits of daily journal writing
- Review grammar and punctuation
- Examine organizing your thoughts
- Discuss organization and structure of business writing

Objective 2: Explain rules for writing reports

- Contrast kinds of letters
- Classify of reports and letters
- Compare common types of reports and letters
- Review five classes of written materials

Objective 3: Discuss benefits of brainstorming

- Develop a paragraph
- Examine benefits of making an outline
- Discuss importance of knowing the reader-writer relationship
- Perform primary and secondary research
- Compare fast fact finding research tools

Objective 4: Examine functional writing in business, industry, and government

- Recognize the three main body parts of effective writing
- Develop a functional writing style

Objective 5: List the three purposes of oral presentations

- Discuss writing oral reports and presentations
- Examine benefits of presenting data visually

Objective 6: Solve common writing problems

- Prepare where to go when you have trouble with grammar and punctuation
- Create a bibliography of self help reference books on business writing