

Basic Business Grammar and Writing

What You Will Learn

- Avoid jargon and redundancy
- Structure sentences for standout business writing
- Judge paragraph length
- Avoid common problems with grammar, punctuation, mechanics and usage
- Choose specific, concrete and short words

The latter portion of the training/workshop outlines a step-by-step process for effective writing, focusing participants on the audience and purpose of the report or letter. Basic designs will be presented in addition to examples of suggested formats that meet specific report and letter writing needs. Participants will practice writing using facts over feelings, concrete detail and information and drafts in the writing process.

What You Will Learn

Working through activities and discussion participants will:

- Identify the characteristics of good report and letter writing
- Write with audience, topics and purpose in mind
- Format and structure reports and letters
- Write using facts over feelings
- Use drafts in the writing

Who Should Attend

Staff at all levels of an organization