

Business Writing - Grammar, Punctuation & Proofing

This training provides participants with an overview of the basics for writing clearly, concisely, and effectively. The course will highlight how to use concrete, descriptive and precise language. Emphasis will be placed on using correct sentence structure, punctuation and usage, proofing and editing skills. Come to this class to do some 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

Who Should Attend

Staff at all levels of an organization.