

Business Writing Level II

Building upon the grammar and writing strategic material learned in Level I, Level II takes the participant to the next step – producing audience-centered writing. By working through the three-part writing process, the participant will produce an audience-centered text that is peer- and instructor-critiqued and then revised.

Course Objectives

- Determine if written communication is the best method for delivering one's message and, if so, what form of written communication is best.
- Use the three-step writing process to produce better text and save time.
- Identify six strategies for reducing writer's block.
- Employ key questions to produce an audience-centered text that increases the reader's interest and understanding.
- Generate and critique an audience-centered text appropriate to your job and writing situation.
- Learn eight tips for more effective use of e-mail.

Course Details

- Length: 4 hours. Can be longer if desired. More time allows for more participants.
- Format: Your location, on campus, workshop.

Class size: Maximum 12 participants. More participants would require longer time period.