



BUSINESS WRITING

Duration

7 hours (1 day program)

Benefits

The Business Writing course will give participants a refresher on basic writing concepts and an overview of the most common business documents, giving you that extra edge in the workplace. Our course will provide you with

- More confidence to produce business documents in English.
- Enhanced writing skills.
- Well-structured business documents.
- Confidence and skill to produce a more professional, reader-friendly written communication (a report, proposal or email).
- Professional presentation of most business documents.

Program Content

- Getting Started
- Working with Words
- Constructing sentence
- Creating paragraphs
- Writing meeting agendas
- Writing emails and business letters
- Writing proposals and reports
- Other types of documents
- Business Cases
- Proofreading and finishing
- Wrapping up

Outcome

- Better awareness of spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Basic structure of agendas, email messages, business letters, proposals, and reports.
- Gain an overview of Request for Proposals, projections, executive summaries and business cases.
- Define proofreading and hone abilities

This program is mapped to the Units of Competency BSBCMM401A Make a Presentation and BSBWRT401A Write Complex Documents that form part of a Diploma of Management as well as a Cert IV in Business and Customer Contact