Phone: 1300 121 400
Email: enquiries@pdtraining.com.au

With the education system focusing less on the written word, and instant messaging becoming increasingly pervasive, sentence structure and grammar is quickly eroding.

This professional business writing class from pdtraining, will help give a professional edge over the competition and improve written communications throughout an organisation.

This professional, engaging training course is being available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Business Writing Training Course Outline

Foreword:

Writing is a key method of communication for most people, and it's one that many people struggle with. Participants will take part in a basic writing refresher focusing on spelling, grammar, and punctuation. This Business Writing workshop will provide an overview of the most common business documents including proposals, reports and agendas giving you that extra edge in the workplace.

Learning Outcomes

- Gain a better understanding of common spelling & grammar issues in business writing
- Review basic concepts in sentence & paragraph construction
- Learn to use email professionally & effectively
- Learn how agendas, email messages, business letters, business proposals, & business reports are structured in a professional environment
- Master techniques for improved proofreading skills
- Learn how peer reviews can help improve business writing skills
- Learn guidelines for printing & publishing business writing
- Gain valuable insight into international etiquette

Course Length

- 1 - day

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Business Writing Training Course - Lesson 1
Writing with Professional Impact

- Spelling
- Grammar
- Creating a Cheat Sheet

Business Writing Training Course - Lesson 2
Structuring Sentences for Effectiveness and Readability

- Parts of a Sentence
- Punctuation
- Types of Sentences

Business Writing Training Course - Lesson 3
Creating Paragraphs with Persuasive Power

- The Basic Parts
- Organisation Methods

Business Writing Training Course - Lesson 4
Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

Business Writing Training Course - Lesson 6
Writing Business Letters

- The Basic Structure
- Choosing a Format
- Writing the Letter

Business Writing Training Course - Lesson 7
Writing Proposals

- The Basic Structure
- The key elements to a great proposal
- What to leave out

Business Writing Training Course - Lesson 8
Writing Reports

- The Basic Structure
- The key elements to a report
- Using Tables Graphs and Imagery
- Common mistakes

Business Writing Training Course – Lesson 9
Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

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Business Writing Training Course - Lesson 5
Professional Email and Email Etiquette

- Addressing Your Message
- Appropriate and effective use of 'Urgent'
- Make the most of your prime email-estate
- Introduction – Body – Conclusion
- Effective Subject lines: Don't make me open the email to find out the purpose
- Don't make me scroll! - 1 page view only
- Don't make me translate your sloppy language
- Don't make me read redundant words
- 2 – 3 lines per paragraph
- Salutation
- Signoff and Signature
- Corporate Communications Taglines
- Using 'Draft'
- Using 'Time Delays'
- Grammar and Acronyms
- Email Style
- Choosing a Style
- Writing the Email

Business Writing Training Course – Lesson 10
Proofreading and Finishing – Avoid the Cringe

- A Proofreading Primer
- How Peer Review can help
- Printing and Publishing

Web Links:

View this course outline

- http://pdtraining.com.au/business-writing-training

In-House Training – *Instant Quote*

- http://pdtraining.com.au/in-house-training-instant-quote/

Public Classes – *Enrol Now!*

- *http://bookings.pdtraining.com.au/publicclassbooking.aspx*