



## Essentials of Business Writing

Our Essentials of Business Writing training class includes a total of 8 lessons and is geared towards individuals who want to learn how to improve their writing skills in a professional environment. Our **live training class** is taught by a professional instructor in person or via Zoom (online). The training class was designed for the individual who consistently writes memos, emails, proposals and heavily communicates internally and externally in written form.

### Essentials of Business Writing Training Class Outline

*Below is a list of the lessons and topics covered:*

- Lesson 1: The 4 C's: Clear, Concise, Complete, and Correct
- Lesson 2: Manners and Courtesy
- Lesson 3: Writing Memos & Effective Emails
- Lesson 4: Reports & Proposals
- Lesson 5: Writing Business Letters
- Lesson 6: Readability Index
- Lesson 7: Proofreading
- Lesson 8: Reviewing Your Writing