

Business Writing That Works

We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the memo that gets action, the letter that says what a phone call can't.

In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This workshop will help you develop the skills you need to become a better writer.

Workshop Benefits:

- Have a better grasp of the basics of writing—that is, better appreciate the grammar, spelling, punctuation and sentence structure required for writing correctly.
- Practice the ability to write concisely and clearly, so that the reader will grasp quickly the message of the written material.
- Learn the process of gathering material, putting it in a format that addresses the points under discussion, and bringing closure to the situation, through recommendations or next steps.
- Develop a writing style in keeping with that used by experienced writers.

What Will Be Discussed?

- ✓ Why Write?
- ✓ The Four C's: Clear, Concise, Complete, and Correct
- ✓ Making Words Agree
- ✓ Active and Passive Voice
- ✓ Sentences and Sentence Types
- ✓ Courtesy in Writing
- ✓ Inclusive Language
- ✓ Sentence Construction
- ✓ Punctuation
- ✓ Writing Business Letters
 - Dissecting Letters
 - Parts of a Business Letter
 - Types of Letters
- ✓ Reports
- ✓ Spelling & Proofreading
- ✓ Writing Memos

