



## **Business Writing**

This 7-hour workshop is designed to improve participants' professional writing skills with respect to readability, organization, tone and clarity. Students will learn to recognize examples of good and bad writing and practice techniques for improving business-writing skills. Attendees will be taught methodologies for creating reports, guidelines for ensuring consistency of format, and techniques for making revisions. Participants will create a personal action plan and a sample written document during this workshop.

### **The Basics**

- Business communications in *your* workplace
- The good, the bad and the ugly: common traps in business writing
- Completing writing projects on time
- Strengthening your writing
  - Common flaws
  - Grammar do's and don'ts
  - Resources for hints and helps
- A report writing checklist
- Personal action plans: create assignment instructions and write a draft document

### **Writing Reports**

- Follow a method: write, revise, quality check
- Do's and don'ts of business writing
- Writing quality introduction and summaries
- Stating conclusions and recommendations
- Using a template
- Peer evaluation and review

### **Writing with Confidence**

- A revision method
  - Overall meaning
  - Section coherence
  - Sentence clarity
- A revision checklist
- Revising the draft document
- Resources for further investigation