

# Advanced Business Writing (Self-Paced)

Take your business writing further by mastering the skills you need to plan, format, and produce complex, multi-page documents that get results. You'll work through outlining and formatting techniques across a variety of document types, including schedules, proposals, project plans, and contracts, all with a focus on communicating clearly with your audience.

For more information, visit

<https://www.creativelive.com/classes/advanced-business-writing-self-paced>



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## Course Outline

### Focusing Your Document

- 1) Determine Your Purpose
- 2) Determine Your Audience

### Communicating to the Audience Effectively

- 3) Planning the Writing Project
- 4) Using Informative and Persuasive Techniques