COURSE SYLLABUS

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