COURSE SYLLABUS

Business Writing Bootcamp

Join our Business Writing Bootcamp to improve your writing skills. Learn grammar essentials, effective business writing skills, and advanced communication techniques. Gain practical strategies to create complex business documents confidently.

For more information, visit
https://www.creativelive.com/classes/business-writing-bootcamp

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Course Outline

This package includes these courses

- Grammar Essentials (6 Hours)
- Effective Business Writing (6 Hours)
- Advanced Business Writing (6 Hours)

Grammar Essentials

Sharpen your business writing with this comprehensive grammar review. You'll learn to identify and correct common errors, choose the right word forms, and tailor your writing to different audiences so you can edit your own work with confidence.

- Identify and correct common grammar errors that undermine professional writing
- Choose the correct form of a word to write with clarity and precision
- Adapt your writing style to communicate effectively with different audiences
- Build confidence as your own editor with a thorough review of essential grammar rules

Effective Business Writing

Sharpen your writing skills and enhance your business communication with this comprehensive business writing course. Learn how to write effective emails, make announcements, deliver bad news, write formal business letters, and create persuasive business proposals.

- Knowing your audience
- Organizing your thoughts
- How to write strong sentences
- The different types of business writing

Advanced Business Writing

In the Advanced Business Writing course, learn how to prepare complex, multi-page business documents. This course focuses

on outlining and formatting techniques for different business documents, including schedules, proposals, project plans, and contracts, to communicate with your audience effectively.

- Preparing complex documents for any purpose
- Outlining and formatting techniques for different business documents
- Creating business documents using a four-step process
- Clearly and effectively communicate with an intended audience