

# Business Writing Skills



## INTRODUCTION

Professional business writing is used in business letters, correspondences, instructions, technical manuals, proposals, contracts and performance appraisals. When information is important enough to be documented, written communication is very essential.

## TARGET AUDIENCE

This course is designed for secretary or admin assistant or anyone who is in need to refine his/her business writing skills to better perform the job.

## COURSE OBJECTIVES

- Express ideas clearly in writing
- Organize ideas clearly and signals the organization to the reader
- Tailors written communications to effectively reach an audience
- Writes using concrete, specific language
- Use punctuation correctly
- Compose grammatically-correct letters
- Use an appropriate business writing style

## COURSE CONTENTS

**Module 1:** Thinking, writing, discussing and revising

**Module 2:** Writing effective business reports

**Module 3:** Collect your ideas

**Module 4:** Write a first draft

**Module 5:** Revise your draft

**Module 6:** Proofreading