



Communicating with Confidence: Make Your Business Writing More Effective - Online

The ability to write clearly and directly is highly prized in organizations. This course focuses on improving business writing. The ideas, techniques, and checklists in this course apply to all forms of business writing: memos, reports, brochures, proposals, presentations, catalogs, and websites. Other topics include formal and informal outlining techniques, how to revise for wordiness, unnecessary phrases, redundancy, and jargon, and the appropriate use of email in an organizational setting. This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer.

Available Session(s):

Available Today

Online

USD \$200

Online

Instructor(s):[]

Advance Preparation

No advance preparation required.

Prerequisites

Participants must be able to speak and write English with native fluency.

Learning Objectives

Students will be able to:

- Recognize ineffective and effective writing
- Recognize factors for effective writing (clarity, tone, organization, delivery)
- Understand the importance of purposeful writing and answering the reader's question:
 - Employ formal and informal outlining techniques
 - Understand key techniques for brainstorming and overcoming writer's block
 - Write in a more concise and direct manner
 - Understand how to structure, format, and write quickly when appropriate
 - Revise for wordiness, unnecessary phrases, redundancy, and jargon

- Understand the appropriate use of email in an organizational setting
- Employ checklists for organizing, writing, and revising

Level: Basic

CPE Credits: 4

Instructional Method: Self-Study

Detailed Outline

Communicating with Confidence: Make Your Business Writing More Effective

Powered by MindEdge

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.