COURSE SYLLABUS

Advanced Business Writing (Self-Paced)

You'll learn how to prepare complex, multi-page business documents. This course focuses on outlining and formatting techniques for a variety of business documents, including schedules, proposals, project plans, and contracts, so you can communicate with your audience effectively.

> Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.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