

Advanced Business Writing (Self-Paced)

In the Advanced Business Writing course, 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 in Live Online and onsite training is 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