COURSE SYLLABUS

Business Writing Bootcamp (Self-Paced)

Join this bootcamp to strengthen your writing skills. You'll cover grammar essentials, effective business writing skills, and advanced communication techniques. Walk away with practical strategies to create complex business documents confidently.

> 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/business-writing-bootcamp-self-paced



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Course Outline

This package includes these courses

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

Grammar Essentials (Self-Paced)

Strengthen your business writing with this comprehensive grammar review. You'll learn how to catch and fix common errors, pick 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 weaken 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 through a thorough review of essential grammar rules

Effective Business Writing (Self-Paced)

Sharpen your writing skills and strengthen your business communication in this comprehensive business writing course. You'll discover how to craft effective emails, make announcements, deliver bad news, write formal business letters, and put together persuasive business proposals.

- Get to know your audience
- Organize your thoughts clearly
- Write strong, effective sentences
- Explore the different types of business writing

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.

- Preparing complex documents for any purpose
- Outlining and formatting techniques for different business documents
- Creating business documents using a four-step process
- Communicating clearly and effectively with your intended audience