

# Business Writing Bootcamp

Join our Business Writing Bootcamp to improve your writing skills. Learn grammar essentials, effective business writing skills, and advanced communication techniques. Gain practical strategies to create complex business documents confidently.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/business-writing-bootcamp>



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## Course Outline

This package includes these courses

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

### Grammar Essentials

- Identify common grammar errors
- Write effectively for different audiences
- Determine the correct form of a word

### Effective Business Writing

- Knowing your audience
- Organizing your thoughts
- How to write strong sentences
- The different types of business writing

### Advanced Business Writing

- How to prepare complex documents for any purpose
- Outline and formatting techniques for different business documents
- Create business documents using a four-step process