

# Effective Business Writing

This business writing course offers practical strategies to sharpen your writing skills from idea to final draft. The class begins by reviewing the core of effective writing—knowing your audience, organizing your thoughts, and writing strong sentences. Following that, you will explore a variety of different types of writing in a business setting.

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



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## Course Outline

### Writing Effective Business Communication

- Write Strong Sentences
- Organize Your Content
- Analyze Your Audience

### Writing Email and Other Electronic Communication

- Write an Email
- Write Instant Messages and Text Messages

### Writing Common Business Documents

- Write an Internal Announcement
- Write a Routine Request
- Write a Response to Routine Requests
- Write a Complaint
- Write a Positive Response to Customer Complaints
- Write Bad-News Messages

### Writing a Business Letter

- Write a Business Letter
- Write a Thank-You Letter

### Writing Business Proposals

- Persuade Your Audience
- Write an Executive Summary
- Use Visuals