



BUSINESS WRITING & MISTAKE FREE GRAMMAR

Words are perhaps the most powerful tools on the planet. You use them every day, in your speech and in your writing. How you write reflects your level of competence to those around you, so it's important to maintain a high level of proficiency. Our business writing training and grammar will give you the basic and advanced skills you need to boost your quality of writing for maximum efficiency and clarity of thought.

WRITING SKILLS

Class Format:

On-site & Virtual

LEARNING OBJECTIVES

- Gain better awareness of common spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Know the basic structure of agendas and e-mail messages
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.

