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What is business writing training

Business Communication. Sharpen your communication skills. This essentials business writing course covers a range of skills designed to resolve typical workplace writing challenges. These include dealing with high volumes of writing, addressing audience needs effectively, and clarifying meaning with correct grammar and consistent style. Starting with frameworks that clarify your objectives and audience needs, we then explore writing structures that can be applied to any business document. You'll then apply these principles to two critical business writing tasks: emails and short summaries. The course also covers a range of other topics, all essential to good workplace communications. These include tact, tone, paragraph structure, jargon, sentence grammar, punctuation and self-editing. Fast-paced and fun, it busts a number of myths about business communication - for example, that big words make the writer sound smarter. You will participate in lively discussions throughout the day and receive feedback on the work you write in class. This hands-on course is a useful lead-in to the more advanced problem-solving techniques covered in the Business Writing Course: Masterclass, or the specialist report-writing skills covered in Effective Business Report Writing. It can be taken on its own or in conjunction with either course. Aims This course aims to provide you with the tools to write clearly and concisely, regardless of your industry or role. It also covers the latest conventions in grammar, style, formatting and other systems that govern good writing. Outcomes By the end of this course, you should be able to: cross-check that your writing addresses the purpose and audience correctly choose the right structure for the task at hand write clear and concise, jargon-free communications choose the right level of formality for that context edit your text for the five essential elements of good writing style. Content This course is organised roughly in the sequence of steps you would take to plan, write and review your daily business communications. Understanding audience needs, reaffirming your objectives, and choosing the right level of formality before starting to write. An overview of the three structures that apply to almost any format (narrative, hierarchy or topic-based), followed by hands-on practice of some standard formats in two essential business scenarios: emails and short proposals. Practicing the rules of good paragraphing, with a topic sentence and strong linking techniques, and ensuring an unmistakable call to action at the end. Helping your reader scan for information, through features such as clear formatting, different heading levels, graphs and charts that replace data-heavy text, bulleted lists and more. An overview of good grammar and business writing style, plus a basic introduction to the stages of review. Intended audience Aimed at early or mid-career professionals who need to learn or improve their core skills in business writing. They might be technical staff moving into managerial roles, people returning to the workforce after extended leave, or office managers wanting to adopt current best practice in their workplace. Prerequisites This course assumes a basic proficiency in written English, such as Year 12 English. If you are a non-native English speaker, you may also want to consider our English language courses in various specific and general topics. Face-to-face, presenter-taught training Online training via the platform Zoom Delivery style You will learn through a variety of methods including open discussions, group exercises and individual response to mini tests. FeaturesExpert trainersCentral locationsFree, expert adviceCourse materials - yours to keepCCE Statement of Completion The presenter was brilliant. Really easy to follow and extremely knowledgeable. I enjoyed this day very much.Had a great time at this class, it was very engaging and educational.I've already started using what I learnt in this Business Writing course, so that makes it very worthwhile.A lot of information was crammed into this one day session and I picked up many valuable tips to help me improve my business writing style. I also plan to use the suggested resources to help gradually improve.Everything was excellent. Tutor was very knowledgeable and nothing was a problem for them to answer or find the answer. Very relaxing day which meant it was easy to listen and learn. Plenty of group work as well which made the experience more realistic as the whole course was about communication and getting your point across.This course was great and the Professor was extremely knowledgeable and I went away learning so much which I can apply to my work. Thank you!I enjoyed the day and would highly recommend this and other courses to others personally and across the organisation where I work.The tutor was very energetic, extremely knowledgeable and a pleasure to be taught by.The tutor was really good. The course was extremely useful and very relevant to my business needs. I would recommend it.I thought it was a very enjoyable and was well above my expectations. The tutor was great and very inspiring. I want to come back and complete the two day course soon. The tutor was fantastic! The courses teach the best practices companies and agencies are using today to write clear, high-quality business documents that get the responses you want and show your competence as a business writer. Graduates receive a graduation certificate. You have access to your instructor by email or phone when you have questions.Your instructor reads your writing and writes extensive notes to help you learn the skills you need.The course materials remain online after you graduate so you can come back to them for reference.You may work at your own pace and complete lessons, assignments, and tests on your own schedule. The Business Writing Center offers a range of courses and discounts tailor-made to the unique needs of your organization. Corporate and government discounts are available. Contact us to learn more.Purchase courses at the end of this fiscal year and defer registration for up to 12 months.On-site workshops with content customized to your organization's needs. Learn More Our highly qualified faculty will teach you the best practices you need to be a skilled business communicator. Individualized writing assignments and coaching to give you the training you need.Basic and college-level courses in all areas of business writing.Self-paced lessons so you can study when you have time. View Courses The Business Writing Center has trained staff from a broad range of organizations and agencies. Learn More Most students spontaneously write emails to their instructors with positive comments about their training experiences. This is just a small sampling. Thank you for your comments. I feel I learned a lot from the course. It has provided me, most importantly, with the proper mindset and tools to improve my work and will help me to edit the work of others. I would recommend this course to anyone wishing to improve their writing and editing skills and have actually done so already. JON LEWIS, GRANT WRITER Thanks for all your comments and corrections during the course of this program. Indeed, I noticed a great improvement in my business writing skills and I believe it will help me a great deal in future endeavors. I'm very happy to have graduated considering the work pressure I had in my office. I thank you and your team for the excellent program. I'll definitely recommend it to others. ADOYNE I wanted to thank you for your help. The course was excellent and it helped me a lot. I can see and feel the changes in my writing. Now, I pay attention to a lot of things that I used to take for granted. Thank you again for this great course and I would recommend it to all my friends and family. ABBAS Robert Hogan, PhD, is an accomplished business-writing trainer with over 40 years' experience training business writers in companies, government agencies, and universities. He has been a professor of business report writing and communications at Illinois State University, the University of Pittsburgh, and Allegheny County Community College. He is a specialist in writing training with articles about writing training in English Education, College Composition and Communication, Research in the Teaching of English, and various conference proceedings. He has written two books training business writers: Explicit Business Writing: Best Practices for the Twenty-first Century, and Business Writing Skills for Forensic Laboratory Managers. Dr. Hogan is the director of the Business Writing Center. Dr. Hogan's PhD is in training and supervision, with a focus on training in writing. He is the author of most of the training materials in the 45 courses offered by the Business Writing Center. As a result, he selects the training from the courses that will be most beneficial for you. As you learn with Dr. Hogan, you can expect the following: Conscientious attention to your unique goals and needs Personal attention from Dr. Hogan by email or phone any time you want it Clear, simple explanations of writing skills Training for any language, grammar, punctuation, spelling, sentence structure, and word usage issues Effective training approaches that Dr. Hogan originates for your unique needs based on his 40 years of teaching A willingness to listen to your goals, needs, and desire to learn specific skills You will be able to contact Dr. Hogan by email or phone at any time to ask questions about your business writing needs. Robert Hogan, PhD Senior Writing Instructor Learn More Receive valuable writing tips, free mini-lessons, course updates, discounts, and more directly in your inbox. The following is an expanded list of our most popular courses. For a more interactive experience, try our new course catalog. View New Course Catalog This business writing course teaches the essential business writing best practices business people are using today to write clear, effective, professional business writing, including email, memos, letters, reports, and other documents. The Business Writing Essentials course teaches a structured approach to business writing that makes writing easier and guides readers through the content. Graduates report that they receive high praise for their business writing, and other employees begin to copy their style. The instructor evaluates three business writing examinations. As with all other Business Writing Center courses, you have unlimited access to the instructor to ask questions during the business writing course. The instructor evaluates the competency examinations and coaches you through learning skills so you consistently produce professional business writing. Read course detail and syllabus . . . The Business Writing Skills course teaches the best practices business people must know to be able to create clear, effective, professional business writing, including email, memos, letters, and reports. The Business Writing Skills course teaches a structured approach to writing that makes writing easier and guides readers through the content. Graduates report that they receive high praise for their business writing, and other employees begin to copy their style. The course contains 12 business writing practice activities and four competency examinations. The online business writing lessons contain clear explanations and many examples. You go at your own pace and submit business writing assignments when you are ready. The instructor evaluates the activities and examinations, comments on skills you have learned and skills you need to polish, coaches you through learning the business writing skills, and certifies your competence. You receive a Business Writing Skills course graduation certificate at the end of the course. Read course detail and syllabus . . . The Basic Grammar and Business Writing course contains grammar training, including punctuation, spelling, and sentence structure, and business writing training for email, memos, letters, reports, and other business writing documents. The focus of the Basic Grammar and Writing Skills for Business course is on providing the business writer who has some usage problems with the instruction to make his or her writing clear, effective, and correct. Business people with many business grammar skills problems should take BWC110 Basic Writing Skills Tutorial. The Basic Grammar and Writing Skills business writing course materials remain online for the duration of the course and after the course is finished. Read course detail and syllabus . . . These two courses are in combination because they complement each other. They are designed for busy business people who want to have essential business grammar training and business writing training with fewer writing activities. The courses contain training in only the most important skills a businessperson needs to know to be able to write clear, effective business documents with correct grammar, punctuation, spelling, word usage, and sentence structure. The two courses provide the perfect combination of business writing and grammar skills, so the Business Writing Center discounts the tuition if students enroll for both at the same time. Read course detail and syllabus for Business Grammar Essentials . . . Read course detail and syllabus for Business Writing Essentials . . . The Basic Grammar Course Tutorial provides grammar training for people who have problems in grammar, punctuation, spelling, word usage, or sentence structure. The course will help you learn new patterns to replace the old by using your own sentences as the grammar training examples. The teaching, practice, and tests are based on your own writing as much as possible. This grammar training course is highly individualized. The instructor carefully evaluates your business writing and prescribes grammar training and practice based on your unique needs. You receive grammar training on only the specific skills you need to learn, at your own pace. You have unlimited access to the instructor to ask questions. Read course detail and syllabus . . . The Business Writing Course for Nonnative Speakers of English course is for nonnative speakers of English who have a good command of the English language but have basic problems in language and grammar resulting from speaking English as a second language. This grammar course is a tutorial, so it focuses on the student's writing to teach the grammar and language skills the student needs to learn. The instructor reads samples of the student's writing thoroughly, identifies grammar and language skills the student needs to learn, lists the sentences with problems in each area, corrects the sentences to show the student how they should have been written, assigns readings from the grammar textbook and online training materials, answers questions about the grammar and language, has the student practice the skills, and provides an online quiz containing sentences from the original writing sample the student must correct to be sure he or she has learned the grammar and language skills. This course includes unlimited access to the instructor. Read course detail and syllabus . . . These two courses are in combination because they provide in-depth grammar and writing training. The instructor reads writing samples and identifies the skills the student needs in grammar, language, punctuation, spelling, word usage, sentence structure, organization, clarity, conciseness, professional presentation, and any other areas the student needs work on. The two courses provide the perfect combination of business writing and grammar skills, so the Business Writing Center discounts the tuition if students enroll for both at the same time. Read course detail and syllabus for Basic Grammar Course Tutorial . . . Read course detail and syllabus for Business Writing Skills . . . Top

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