

## Writing for the Business Professional

### Prehľad

In this course, you will learn the essential skills needed to organize your thoughts and select the best words and phrases to clearly convey them in writing.

### Vzdelávacie ciele

After completing this course, students will be able to:

- Awareness of common spelling and grammar issues in business writing.
- Basic concepts in sentence and paragraph construction.
- Basic structure of agendas, email messages, business letters, business proposals, and business reports.
- Collaborative writing techniques, tools and best practices
- Tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports

### 1 - Working With Words

Monitoring Spelling, Grammar, and Verb Tense  
Creating a Reference Sheet

### 2 - Constructing Sentences

Recognizing Sentence Parts  
Classifying Sentence Type  
Increasing Readability with Punctuation

### 3 - Creating Paragraphs

The Three Basic Components  
Organization Methods

### 4 - Finding Facts

Identifying and Using Key Resources  
Fact-Finding and Information Gathering

### 5 - Collaborative Writing

Clarifying the Objective  
Collaborative Writing Strategies and Patterns

### 6 - Types of Collaborative Business Writing

Applying Different Construction Techniques  
Cut & Paste, Puzzle, Sequential Summative  
Integrating Construction

[Online registrácia](#)

### Termíny

Trvanie kurzu (v dňoch): 2 Days

G2R = "Garantovaný termín" | OLL = "Online LIVE"  
ILT = "Kurz vedený inštruktorom"

|          |     |                  |                      |     |        |
|----------|-----|------------------|----------------------|-----|--------|
| 03/15/21 | G2R | 2:00PM - 10:00PM | Bratislava, Slovakia | OLL | € 0.00 |
| 05/03/21 |     | 3:00PM - 11:00PM | Bratislava, Slovakia | OLL | € 0.00 |
| 06/24/21 |     | 3:00PM - 11:00PM | Bratislava, Slovakia | OLL | € 0.00 |

## 7 - Collaborative Tools and Processes

Planning and Revision  
Creating Outlines and Storyboards  
Building Team Cohesion

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## 8 - Writing Meeting Agendas

Choosing an Agenda Format  
Structuring and Writing the Agenda

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## 9 - Writing E-Mails, Reports and Proposals

Addressing Your Message  
Using Proper Grammar and Defining Acronyms  
Structuring, Formatting, and Writing Your Report

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