



Applied Business Writing

Course Description

While there are basic business writing rules that apply to every situation, some situations require special adjustments. In this workshop, participants will learn practical tools for writing well in the most common situations. Topics covered include how to overcome writer's block, how to filter your thoughts into only what you should say, and how to organize ideas for the greatest impact.



Course Outline

- Three techniques to overcome writer's block
- A 5-step process for writing formal emails
- Write emails for those who scan
- Explore two frameworks for writing to persuade and influence
- The 3P's of progress reporting
- Write reviews that engage and motivate

Outcomes

- Overcoming writer's block
- Frameworks for daily communication
- Write to persuade and influence
- Reporting clearly and effectively