

Business Writing & Email Basics

Written communications can present a professional image of an organization if they encompass the rules of grammar, business writing techniques, and a touch of public relations. In this session, learners will refresh their understanding of basic grammar principles and have an opportunity to practice their writing skills with commonly used documents and emails. At the end of the workshop, learners will commit to action items for continued development.

How You Will Benefit:

At the end of this half day program, participants will be able to:

- Demonstrate the principles of professional and accurate business documents
- Use basic guidelines for effective email communications.

What You Will Cover:

- Business Writing Checkup
- Business Writing Overview
- Business Writing Basics
- Organization of Documents
- Document Planning Form
- Try It Out
- Grammar and Tone
- Email Guidelines
- Frequently Used Documents

At client's location

At our location

What's included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration: Half Day
Time: 8:30am-12:30pm

Pre-Registration Form:

BUSINESS WRITING & EMAIL BASICS

Yes Enroll me now

Participant Name (Please Print)

Cell Phone: _____

Position _____

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

EXCELLENT IMAGE, INC.
Sustainable Peak Performance