

## Business Writing Skills

### One-day course

#### **Section 1**

##### **Introduction to Business Writing**

What is Communication?  
Communication Theory  
Communication in the Workplace

*Supplementary Information: Remember Grammar*

#### **Section 2**

##### **Writing and Words**

The Four Levels of Writing  
The 10 Most Common Problems in Business Writing  
Words  
Verbs  
    The active v the passive  
    Weak verbs  
Nouns  
    Redundant nouns  
    Nominalisation  
    Noun Strings  
Appropriate words, Correct Words, and Jargon

*Supplementary Information: How to test your writing*

#### **Section 3**

##### **Sentences and Punctuation**

Sentences  
    Sentence Arrangement for Emphasis  
    Clauses—-independent and dependent  
Subject-verb Agreement  
Misplaced Modifiers  
Problems with Pronouns  
Parallel Construction  
Ambiguous Constructions  
How to Control Long Sentences  
Correct use of Punctuation  
    Commas  
    Semicolons  
    Colons  
    Hyphenation  
    Apostrophes

#### **Section 4**

##### **Business Writing Style**

What is Good Business Writing Style?  
What Makes a Business Document Good?  
Consistency problems  
Style Guides  
Style Conventions

**With the course you get a substantial manual with full text for all topics; this enables the manual to be used as a reference. There are also useful appendices such as *Words Commonly Confused and Misused* and a substantial *Readings* section.**

**Course topics are illustrated with real examples and interactive exercises.**