



OPERATIONAL LEADERSHIP: managerial

BUSINESS WRITING SKILLS

Business Writing Skills teaches participants to write clearly, concisely, and appropriately in a business context. This class is designed for those who prepare written presentations, letters, memos and emails and want to enhance their writing skills. The class includes grammar basics, exercises to enhance sentence structure, and overall improvement of written communication so that participants can convey their messages professionally.

Objectives:

By the end of this workshop, participants will be able to:

- **Identify effective writing strategies for various types of business documents**
- **Organize ideas while focusing on mechanics**
- **Review proper sentence structure, the importance of spelling and grammar, and the importance of choosing words carefully**

