

Business Writing Workshop

Writing is a key method of communication for most people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts such as spelling, grammar, and punctuation. It will also provide an overview of the most common business documents such as proposals, reports, and agendas. All of this will provide that extra edge in the workplace.

Workshop Objectives:

- Gain better awareness of common spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques in writing agendas, email messages, business letters, business proposals, and business reports.
- Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases.
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.
- List guidelines in printing and publishing business writing.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Housekeeping Items
The Parking Lot
Workshop Objectives
Pre-Assignment Review
Action Plans and Evaluations

Module Two: Working with Words

Spelling
Grammar
Creating a Cheat Sheet

Module Three: Constructing Sentences

Parts of a Sentence
Punctuation
Types of Sentences

Module Four: Creating Paragraphs

The Basic Parts
Organization Methods

Module Five: Writing Meeting Agendas

The Basic Structure
Choosing a Format
Writing the Agenda

Module Six: Writing E-mails

Addressing Your Message
Grammar and Acronyms

Module Seven: Writing Business Letters

The Basic Structure
Choosing a Format
Writing the Letter

Module Eight: Writing Proposals

The Basic Structure
Choosing a Format
Writing the Proposal

Module Nine: Writing Reports

The Basic Structure
Choosing a Format
Writing the Report

Module Ten: Other Types of Documents

Requests for Proposals
Projections
Executive Summaries
Business Cases

Module Eleven: Proofreading and Finishing

A Proofreading Primer
How Peer Review Can Help
Printing and Publishing

Module Twelve: Wrapping Up

Words from the Wise
Parking Lot
Action Plans and Evaluations