

ESSENTIAL BUSINESS WRITING

Learn to write professionally with our Essential Business Writing Course

OVERVIEW

Do you find that your business writing delivers the results you intend? When people read what you've written, do they take the appropriate actions, do they respond definitively with the information you requested, or are they persuaded to agree with your point of view? When your business writing is effective, you're not only relaying messages to other but you're securing the needed results.

It's not what you write, but how you write that matters to your reader. In the business world, clear and concise communication is crucial to catch your reader's attention. When you are effective, you can achieve the results you desire and get the right response. Essential Business Writing gives you a step-by-step procedure to master the skills necessary to write effectively. You will gain hands-on experience by applying your knowledge in practical exercises and assignments with mentoring from our experienced business writing coaches through offline and online sessions.

This course is designed to enhance your skills to write clearly and accurately, craft documents that are concise, informative, and impactful. This outcomes-based approach will help you develop the skills needed to succeed in any business setting. Enroll today and take your business writing to the next level! It's not what you write, but how you write that matters to your reader. In the business world, clear and concise communication is crucial to catch your reader's attention. When you are effective, you can achieve the results you desire and get the right response. Essential Business Writing gives you a step-by-step procedure to master the skills necessary to write effectively. You will gain hands-on experience by applying your knowledge in practical exercises and assignments with mentoring from our experienced business writing coaches through offline and online sessions.

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COURSE LENGTH

12 weeks



FORMAT

100% online



KEY TAKEAWAYS

- Distinguish yourself with professional writing skills that will set you apart in any business setting.
- Write any business communication effortlessly, with a clear understanding of how to communicate with your audience.
- Map out a plan for the flow of ideas in a business document, ensuring that your writing is organized and effective.
- Compose an effective professional email that conveys your message with clarity and precision.
- Apply the correct format and grammar principles when writing agendas, minutes, and memos, ensuring that your documents are polished and professional.
- Revise, edit, and proofread a business document to ensure that your writing is error-free and impactful.
- Learn AI's role in enhancing written communication and how to ethically integrate it into your writing.

WHO SHOULD ENROLL

- Organization Leaders
- Business owners
- Teachers
- Employees
- Students

WHAT YOU'LL EARN

- Digital Certificate of Completion

COURSE DESCRIPTION

Unlock your full potential as a professional writer with our Essential Business Writing Course. This comprehensive course is designed to equip you with the skills you need to succeed in any business setting.

In this course, you'll learn how to write any business communication effortlessly, from emails to memos and agendas. You'll develop a strategic approach to planning the flow of ideas for your business documents, ensuring that your writing is clear, concise, and effective.

In addition to mastering the fundamentals of writing, you'll also learn how to revise, edit, and proofread your business documents, ensuring that they are error-free and meet the highest standards of excellence. Furthermore, you will gain the knowledge and skills needed to keep pace using cutting-edge technologies and AI chatbots, empowering you to harness these advancements to enhance your written documents.

Upon course completion, you have the added benefit of four complimentary online sessions valid for the subsequent six months. These credits allow you to schedule four half-hour sessions with our experienced business writing coaches. Gain from this personalized assistance to refine your practical business writing skills, applying the techniques directly to your work.

By the end of the course, you'll be equipped with professional writing skills that enable you to stand out from the competition and impress clients and colleagues alike. Don't miss this opportunity to take your business writing to the next level - enroll in our Essential Business Writing Course today!

VISIT

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