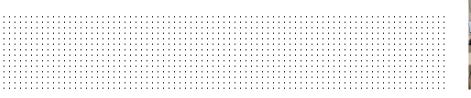
# **Effective Business Writing**

Learn how to write effective emails, persuasive memos, and proposals that generate new business. After taking this course, you'll be able to write clear sentences, organize your ideas, and write a variety of business documents for different audiences.

COURSE SYLLABUS

Group classes in NYC and onsite training is available for this course. For more information, email <u>nyc@careercenters.com</u> or visit: <u>https://www.careercenters.com/courses/effective-business-writing</u>





nyc@careercenters.com • (212) 684-5151

## **Course Outline**

### Writing Effective Business Communication

- Write Strong Sentences
- Organize Your Content
- Analyze Your Audience

### Writing Email and Other Electronic Communication

- Write an Email
- Write Instant Messages and Text Messages

### Writing Common Business Documents

- Write an Internal Announcement
- Write a Routine Request
- Write a Response to Routine Requests
- Write a Complaint
- Write a Positive Response to Customer Complaints
- Write Bad-News Messages

### Writing a Business Letter

- Write a Business Letter
- Write a Thank-You Letter

### Writing Business Proposals

- Persuade Your Audience
- Write an Executive Summary
- Use Visuals