


Business Writing Essentials



Essential #1: Build up on the Fundamentals

- Brush up your grammar
- Sentence construction, punctuation, tenses
- Compose with confidence

Essential #2: Start with the Audience in Mind

- Who is the audience?
- What do you want to communicate to them?
- What is the context of your communication?
- Useful writing tools

Essential #3: Beware of These Pitfalls

- Common problems in today's business writing
- T-rex language
- Commonly confused words

Essential #4 : Be Active, Rarely Passive

- Use the active voice
- Dump the passive

Essential #5 : Be Positive

- Send positive vibes
- Maintain friendly tone

Essential #6 : 3 KISSes

- Add sparkle to your writing

Essential #7 : Sharpen Your Pencil

- Ideas to energize your writing
- Useful writing tools

Highlights of The Programme

Learn the essentials of business writing in this free lesson. This comprehensive workshop provides you with a thorough understanding of modern business writing enabling you to write all types of documents more effectively. **Business Writing Essentials (BWE)** is an online, non-credit course designed to develop your business writing skills. This comprehensive workshop provides you with a basic understanding of modern business writing enabling you to write all types of documents more effectively. **Business Writing Essentials. UCSF LEARNING & ORGANIZATION DEVELOPMENT.** Who Should Attend? All UCSF staff, supervisors and managers. **Write Right!** **Business Writing Essentials.** This informative one-day course is to help you improve your written communication skills and is relevant for both lawyers and business professionals. **Business Writing Essentials: How To Write Letters, Reports and Emails - Kindle edition by Clare Whitmell.** Download it once and read it on your Kindle device. This comprehensive workshop provides you with a basic understanding of modern business writing enabling you to write all types of documents more effectively. **Business Writing Essentials** is designed to meet both the basic communication needs of students planning careers in business and the writing improvement. Learn the tools and techniques to elevate your business writing skills and Aug 2 - Aug 3 **Business Writing Essentials** Nov 1 - Nov 2 **Business Writing Essentials.** Effective technical writing is an essential skill for global professionals. Gain the techniques to improve the effectiveness and accessibility of your technical writing. **Business Writing Essentials. 1 day.** Gain the skills you need to create clear, purposeful documents that connect with your audience and get results. **Business Writing Essentials** gives students practice in the writing skills necessary for success in today's highly competitive workplaces. Designed specifically for **Business Writing Essentials**, our best-selling Webinar, will teach you how to clean up your own writing by eliminating the nonessentials, boiling down and simplifying your writing. **Business Writing Essentials.** Audience: All County employees; Prerequisite: None; Frequency Offered: Four times a year; Applies to Certificate? No. Elective.

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