

Business Writing - 3 Hr. Class - SD3320

“Say what you mean, and mean what you say!” When staff members put words on paper, or in an email message they are making a powerful statement about themselves and the organization. Business writings should get the **results** desired while presenting the writer as a **professional**. This workshop will ensure participants’ writings are clear, **concise** and the message is easily understood by the reader. Participants will learn methods for **eliminating jargon**, clichés and the over usage of **company’s acronyms**. This workshop will focus on current guidelines used in business writings utilized today.

Business Writing Basics:

Understand how business writing is uniquely different from other types of writing by understanding the rules

An approach for getting an immediate response to any written communication

How to un-clutter your messages by eliminating unnecessary words and redundant expressions