

# Advanced Business Writing

Master the art of effective business writing. Learn to focus your content and target the appropriate audience. By the end of this course, you'll be able to use both informative and persuasive writing techniques to reach your audience, whether internal or external and achieve your goals.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.careercenters.com/courses/advanced-business-writing>



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## Course Outline

### Focusing Your Document

- 1) Determine Your Purpose
- 2) Determine Your Audience

### Communicating to the Audience Effectively

- 3) Planning the Writing Project
- 4) Using Informative and Persuasive Techniques