COURSE SYLLABUS

Business Writing Bootcamp

This program includes our Grammar Essentials, Effective Business Writing, and Advanced Business Writing courses at a 20% discount. You'll learn practical strategies to sharpen your writing skills from idea to final draft, review essential grammar rules, and prepare complex multi-page business documents.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/business-writing-bootcamp



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Course Outline

This package includes these courses

- Grammar Essentials (6 Hours)
- Effective Business Writing (6 Hours)
- Advanced Business Writing (6 Hours)

Grammar Essentials

Gain mastery over grammar. Learn how to avoid common mistakes and misspelled words that reflect poorly on your message. By the end of this course, you'll know essential grammar rules to improve your writing and have the skills to edit your own work to completely eliminate mistakes.

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.

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.