

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 on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: 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