

# 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 in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/business-writing-bootcamp](https://careercenters.com/courses/business-writing-bootcamp)



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## Course Outline

This package includes these courses

- Grammar Essentials
- Effective Business Writing
- Advanced Business Writing

## Grammar Essentials

### Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Use Nouns
- Use Pronouns
- Use Verbs

### Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

### Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

### Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

## **Identifying Correct Punctuation**

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

## **Identifying Sentence Fragments, Run-ons, and Comma Splices**

- Identify and Resolve Sentence Fragments
- Identify and Resolve Run-ons and Comma Splices

## **Improving Word Choices**

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

## **Writing Effectively**

- Write with Purpose
- Consider the Audience
- Consider the Context

## **Editing Effectively**

- Use Correct Spelling
- Check Your Work

Appendix A: Commonly Misspelled Words

# **Effective Business Writing**

## **Writing Effective Business Communication**

- Write Strong Sentences
- Organize Your Content
- Analyze Your Audience

## **Writing Email and Other Electronic Communication**

- Write an Email
- Write Instant Messages and Text Messages

## **Writing Common Business Documents**

- Write an Internal Announcement
- Write a Routine Request
- Write a Response to Routine Requests
- Write a Complaint
- Write a Positive Response to Customer Complaints
- Write Bad-News Messages

## **Writing a Business Letter**

- Write a Business Letter
- Write a Thank-You Letter

## **Writing Business Proposals**

- Persuade Your Audience
- Write an Executive Summary

- Use Visuals

## **Advanced Business Writing**

### **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