

# 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.

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



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## Course Outline

### 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