COURSE SYLLABUS

Business Writing Bootcamp

Join this bootcamp to improve your writing skills. Learn grammar essentials, effective business writing skills, and advanced communication techniques. Gain practical strategies to create complex business documents confidently.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/business-writing-bootcamp



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Course Outline

This package includes these courses

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

Grammar Essentials Course

- Identify common grammar errors
- Write effectively for different audiences
- Determine the correct form of a word

Effective Business Writing Course

- Knowing your audience
- Organizing your thoughts
- How to write strong sentences
- The different types of business writing

Advanced Business Writing Course

- Preparing complex documents for any purpose
- Outlining and formatting techniques for different business documents
- Creating business documents using a four-step process