

# Advanced Business Writing

In the Advanced Business Writing course, learn how to prepare complex, multi-page business documents for any purpose. This course focuses on outlining and formatting techniques for different business documents, including schedules, proposals, project plans, and contracts, to communicate with your audience effectively.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/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