

# BUSINESS WRITING

## THE NEED

Every day, business people communicate through emails, letters, reports and proposals. Without training, many people lack the ability to write clearly and concisely. The documents they send may have little or no impact on the recipient.

## WE CAN HELP

Our instructors will work with each participant to help them write clear, well organized documents that are reader-friendly. In our class, they will learn to:

- Write concise documents
- Eliminate the passive voice
- Create short, dynamic sentences and paragraphs
- Organize their thoughts quickly and cleanly
- Write e-mails, reports and letters that bring results
- Create documents that their colleagues will read and understand

## HOW WE WORK

Participants send two samples of their writing to BusinessTalk instructors in advance of the class. In the workshop, participants learn crucial skills through group and individual exercises. In each section, they also apply each skill to their own writing samples, and receive individual attention from their instructor.

## OTHER DETAILS

The class is typically one day in length, and accommodates up to 15 participants.

*My instructor was great and put everyone at ease. The program reminded me of certain skills and brought others to the forefront. Great information and good energy.*

