

Course Outline Business Writing

Find out how to effectively write business documents using a 4-step writing process. Learn valuable technology tips for Microsoft Word and Outlook. Build your toolkit of communication skills and maintain your professionalism with clients.

In just 1 day...

- ➔ Understand the 4-step writing process and how to use correct document structure.
- ➔ Top tips for customizing Microsoft Word, and find out how it can write for you!!
- ➔ How to use correct grammar and style, including standard proofreading symbols.
- ➔ Learn how to write effective emails that get a response.
- ➔ Top sites for online resources.

Course Modules

1. Technology Review – Microsoft Word
2. Correspondence – Letters and Memos
3. Short Reports
4. Grammar and Style Review
5. Techno-etiquette – Emails

Register online at INTrainingSolutions.com.

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