

Administrative Skills

Business Writing Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

Module Three: Constructing Sentences

- Parts of a Sentence
- Punctuation
- Types of Sentences

Module Four: Creating Paragraphs

- The Basic Parts
- Organization Methods

Module Five: Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

Module Six: Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

Module Seven: Writing Business Letters

- The Basic Structure
- Choosing a Format
- Writing the Letter

Module Eight: Writing Proposals

- The Basic Structure
- Choosing a Format
- Writing the Proposal

Module Nine: Writing Reports

- The Basic Structure
- Choosing a Format
- Writing the Report

Module Ten: Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

Module Eleven: Proofreading and Finishing

- A Proofreading Primer
- How Peer Review Can Help
- Printing and Publishing

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations