



Advanced Writing Skills

Description: This course consists of writing letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. You can also learn some basics about writing business cases, proposals, and reports.

Session One: Course Overview

Session Two: The C's of Writing

- Writing Clearly
- Writing Concisely
- Group Exercise
- Writing Correctly
- Choosing Your Sources

Session Three: Writing Mechanics

- Building Paragraphs
- Proper Paragraphs
- More on Paragraphs
- Individual Exercise

Session Four: Dealing with Specific Requests

- Types of Letters
- Keeping it Real

Session Five: Preparing Business Documents

- Business Cases
- Requests for Proposals
- Writing Reports
- Documentation

Session Six: Editing Techniques

- Pre-Assignment Review
- Workshop Wrap-Up