



Business Writing Workshop : CGTCBusWriting101

Course Length: 16 hours

Course Description: Developing writing skills and creating documents are essential to success in the modern workplace. The Business Writing workshop provides participants a refresher course on basic writing concepts, and an overview of the most common business documents, such as proposals, reports, and agendas.

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

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 Method

Module Five: Writing Meeting Agendas

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

Module Six: Writing Emails

- 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 Letter

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