



# Business Writing

Full Day Course  
9:00am – 4:00pm

# Topics Covered:

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## *Module One: Getting Started*

- Icebreaker
- Ground rules
- 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
- Organisation 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 a 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





# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Nov 2009

## Duration:

1 Full Day

## Who should attend:

This course is **essential** for those responsible for writing and preparing reports in your organisation. Create clear and dynamic reports and business documents that effectively communicate your research and ideas. Creating a report or document that clearly communicates your intentions is critical to your credibility in the business world. Poor writing is like turning up in an ill-fitting suit. It diminishes your credibility and tells your audience that you have not taken the time to consider their needs during preparation.

## Course Pre-requisites:

Participants should be familiar with working in a Windows environment.

## Related Courses:

Why not extend on what you have learned in this course? Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.