Advanced Business Writing

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Work has been transformed by technology and globalization. Business writing has changed as a result and more than ever before, work involves writing. Effective business writing can increase productivity and the success of your team. Ineffective business writing can lead to confusion and inefficiency. As team members access their work from more locations and the boundary around the workspace is blurred, the risk of poorly formed language escaping the context of the company has increased. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. This two-day workshop will give participants the tools to become better writers. In business writing, the language is concrete, the point of view is clear, and the objectives are clearly stated. Business writing is purposeful and seeks to communicate across teams and departments, across disciplines, backgrounds and even cultures, languages, and time-zones. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. The tools in this course are designed to help you get your writing done faster and with more confidence.

About This Course

Work has been transformed by technology and globalization. Business writing has changed as a result and more than ever before, work involves writing. Effective business writing can increase productivity and the success of your team. Ineffective business writing can lead to confusion and inefficiency. As team members access their work from more locations and the boundary around the workspace is blurred, the risk of poorly formed language escaping the context of the company has increased. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. This two-day workshop will give participants the tools to become better writers. In business writing, the language is concrete, the point of view is clear, and the objectives are clearly stated. Business writing is purposeful and seeks to communicate across teams and departments, across disciplines, backgrounds and even cultures, languages, and time-zones. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. The tools in this course are designed to help you get your writing done faster and with more confidence.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Clarify the different forms of business writing you do Create strategies to write more efficiently Understand the neurology of reading, writing, and editing Learn to target your readers and establish your goals Learn to plan your writing Understand basic punctuation, plurals, and pronouns Organize your text for clarity Apply logical flow to your writing Create strategies for editing proofreading

Detailed Course Outline

1 - Daily writing tasks

2 - To write or not to write?

3 - Get The Ask Clear: Purpose Is Function Plus Meaning

4 - Write For Your Reader: Open A Channel Of Empathy With Your Reader

5 - Start Strong And Specific: First Impressions Count

6 - Be Concise: Omit Needless Words

7 - Fill In Missing Content; Delete Extraneous Content: Check Your Assumptions

8 - Write In Plain English: The True Language Of Business Is Direct Rather Than Formal

9 - If Something Feels Wrong, Fix It: Trust Your Instinct

Frequently Asked Questions

Q: What delivery options are available for Advanced Business Writing?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day Advanced Business Writing course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Advanced Business Writing training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Advanced Business Writing?

Yes, we provide corporate training, dedicated training, and closed classes for Advanced Business Writing. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Advanced Business Writing?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Advanced Business Writing training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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