

Advance Writing Skills

This one-day *Advanced Writing Skills?* training course is geared towards strong writers who are looking to improve in specific areas. Trainers will devote time to writing letters of recommendation, persuasion, refusal, and action.

It's recommended that participants complete the **Business Writing *That Works*** courseware before taking on this advanced workshop.

This training will assist participants with:

- Keeping their writing clear, concise, and grammatically sound.
- Improving sentence construction and paragraph development.
- Dealing with specific business requests that call on strong writing skills.
- Creating effective business cases, proposals, and reports.
- Thoroughly documenting sources that are used or referenced.

Course outline

Session One: Course Overview

Session Two: The C's of Writing

Writing Clearly
Writing Concisely
Making Connections
Writing Correctly
Choosing Your Sources

Session Three: Writing Mechanics

Building Paragraphs
Proper Paragraphs
More on Paragraphs
Making Connections

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

Personal Action Plan
Recommended Reading List
Post-Course Assessment
Pre- and Post-Assessment Answer Keys