

## BUSINESS WRITING FOR THE MODERN WORKPLACE

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Business Writing  
for the  
Modern Workplace



**COURSE LENGTH: 1.0 DAYS**

Writing proper business-related documents in today's workplace requires a solid understanding of the fundamentals behind how specific documents should be approached, designed and edited. Written communications in the workplace should be concise, yet thorough and well laid out.

Technology enabled communications should also be well thought out and designed to get the correct message across, while avoiding any potential misinterpretation.

This newly designed course targets how to create business documents in the modern workplace, which takes into account the many forms that modern communication can take, and teaches participants how to best align their message with the appropriate documentation and device.

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## **BUSINESS WRITING FOR THE MODERN WORKPLACE COURSE OUTLINE**

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### **FOREWORD**

Learn how to write for various audiences and personality types by utilizing the unique PD Training personality profiling tools in class. This new course takes into consideration the latest in modern communications platforms and empowers participants to be more effective writers.

Modern communication requires an awareness of multiple audience types and multiple device utilization to assure the message is clear, concise and not lost between the various platforms available in the modern workplace. PD Training's Business Writing for the Modern Workplace course is ideal for reviewing the basics and learning the latest in modern writing techniques.

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### **OUTCOMES**

After completing this course participants will be able to:

- ▶ Understand Basic Writing Principles
- ▶ Know Common Forms of Business Communication
- ▶ Review Personality Types When Communicating
- ▶ Identify and Understand Your Audience
- ▶ Understand the Writing Process
- ▶ Review English Language Fundamentals
- ▶ How to Write With Clarity
- ▶ Write Within Workplace Constraints
- ▶ Choose Most Effective Wording
- ▶ Use Effective Editing and Proofreading
- ▶ Create Useful References and Appendices
- ▶ Understand Email Etiquette
- ▶ Effective Report Writing
- ▶ Create an Action Plan

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### **MODULES**

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### Lesson 1: From Texting to Boardroom Paper

- ▶ Everyone is a business writer
- ▶ Universal Principles of Good Writing
- ▶ Forms and Formats
- ▶ Common Forms of Business Writing
- ▶ The Principle of 'Purpose'
- ▶ Reflection

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### Lesson 2: Who am I Writing For?

- ▶ The Principle of 'Audience'
- ▶ LDP Review – communication preferences
- ▶ Understanding the Audience
- ▶ Writing for a Global Audience
- ▶ Reflection

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### Lesson 3: The Blank Page

- ▶ The Principle of 'Structure'
- ▶ The Writing Process
- ▶ Starting
- ▶ Writing
- ▶ Finishing
- ▶ Reflection

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### Lesson 4: English Still Matters

- ▶ Texting – a legitimate form of language
- ▶ Write it Once. Make it Count
- ▶ English Fundamentals
- ▶ The 'plain' Truth
- ▶ The Principle of Clarity
- ▶ Reflection

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### Lesson 5: Writing within Constraints

- ▶ The Space-Time Continuum
- ▶ The Principle of 'Concision'
- ▶ Word Choice
- ▶ Reflection

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### Lesson 6: Click with Confidence

- ▶ Wait! The Pressure to Hit 'send'
- ▶ Edit, Edit, Edit
- ▶ The Principle of Proofing
- ▶ Reflections

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ References
- ▶ Appendix
- ▶ Commonly Confused Words
- ▶ Punctuation
- ▶ Email Etiquette
- ▶ Using MS Word Readability Score
- ▶ Structuring a Business Report
- ▶ Add Your Own Writing Tips

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)