

BUSINESS WRITING

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course teaches students how to write in a business environment. After a review of basic writing skills, students will learn how to write business letters and reports, as well as several types of proposals.

Table Of Contents:

Unit 1: Writing skills

Topic A: Basic writing skills

Topic B: Effective sentences and paragraphs

Unit 2: Writing specific messages

Topic A: Business letters and reports

Topic B: Writing opinionated messages

Unit 3: Understanding proposals

Topic A: Proposals

Topic B: Client-focused proposals

Unit 4: Letter proposals

Topic A: Writing a letter proposal

Topic B: Visually appealing proposals

Unit 5: Formal proposals

Topic A: Structuring formal proposals

Topic B: Visual elements and editing