COURSE SYLLABUS

Advanced Business Writing

Plan and write complex business documents with a structured process for audience, purpose, outlining, drafting, and revision.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/advanced-business-writing



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Course Outline

Focusing Your Document

1) Determine Your Purpose
2) Determine Your Audience

Communicating to the Audience Effectively

3) Planning the Writing Project
4) Using Informative and Persuasive Techniques