

# Advanced Business Writing

Prepare complex, multi-page business documents for any purpose. Learn outline and formatting techniques for different business documents, including schedules, proposals, project plans, and contracts.

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



[nyc@careercenters.com](mailto:nyc@careercenters.com) • (212) 658-1918

## 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