COURSE SYLLABUS

Business Writing Bootcamp

Combine grammar review, practical business writing, and advanced document skills. Learn to plan, draft, and edit clear professional communications.

> 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/business-writing-bootcamp



nyc@careercenters.com • (212) 658-1918

Course Outline

This package includes these courses

- Grammar Essentials (6 Hours)
- Effective Business Writing (6 Hours)
- Advanced Business Writing (6 Hours)

Grammar Essentials

This course offers a comprehensive review of grammar rules. You'll learn how to identify common grammar errors, write effectively for different audiences, and identify the correct form of a word depending on its part of speech.

Effective Business Writing

- Knowing your audience
- Organizing your thoughts
- Writing strong sentences
- Types of writing

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.