

# Business Writing Bootcamp

This program includes our Grammar Essentials, Effective Business Writing, and Advanced Business Writing courses at a 20% discount. You'll learn practical strategies to sharpen your writing skills from idea to final draft, review essential grammar rules, and prepare complex multi-page business documents.

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



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## 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.