

Business Writing Bootcamp

Business writing involves knowing your target audience, the goal of your message, and its purpose. Along with defining your audience, message, and objective, it's equally important to use proper grammar and writing techniques. Writing a sales proposal for a prospective client and a memo outlining office behavior require two very different sets of skills. This Business Writing Bootcamp 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 or visit: <https://mimi.training-nyc.com/courses/business-writing-bootcamp>



contact@nyimtraining.com • (212) 658-1918

Course Outline

This package includes these courses

- Grammar Essentials (7 Hours)
- Effective Business Writing (7 Hours)
- Advanced Business Writing (7 Hours)

Grammar Essentials

Identifying Nouns, Pronouns, and Verbs

- Identify Parts of Speech
- Use Nouns
- Use Pronouns
- Use Verbs

Identifying Adjectives and Adverbs

- Use Adjectives
- Use Adverbs

Identifying Prepositions, Conjunctions, and Interjections

- Use Prepositions
- Use Conjunctions
- Use Interjections

Identifying Rules

- Monitor Sentence Structure
- Monitor Modifiers
- Avoid Common Errors

Identifying Correct Punctuation

- Use Parentheses Correctly
- Use Commas, Semicolons, Colons, Em Dashes, and Quotation Marks Correctly
- Use Numbers, Symbols, and Capitalization Correctly

Identifying Sentence Fragments, Run-ons, and Comma Splices

- Identify and Resolve Sentence Fragments
- Identify and Resolve Run-ons and Comma Splices

Improving Word Choices

- Identify Commonly Misused Words
- Identify Synonyms, Antonyms, and Homonyms

Writing Effectively

- Write with Purpose
- Consider the Audience
- Consider the Context

Editing Effectively

- Use Correct Spelling
- Check Your Work

Appendix A: Commonly Misspelled Words

Effective Business Writing

Writing Effective Business Communication

- Write Strong Sentences
- Organize Your Content
- Analyze Your Audience

Writing Email and Other Electronic Communication

- Write an Email
- Write Instant Messages and Text Messages

Writing Common Business Documents

- Write an Internal Announcement
- Write a Routine Request
- Write a Response to Routine Requests
- Write a Complaint
- Write a Positive Response to Customer Complaints
- Write Bad-News Messages

Writing a Business Letter

- Write a Business Letter

- Write a Thank-You Letter

Writing Business Proposals

- Persuade Your Audience
- Write an Executive Summary
- Use Visuals

Advanced Business Writing

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