



Advanced Writing Skills

Select Your Learning Style

Facilitator-led 1 Day Program (Classroom)

OR

eLearning format (Self-paced)

Please refer to Pricing Page for cost per participant

This program is suited for those who already are good writers. The content will be devoted to writing letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. You can also learn some basics about writing business cases, proposals, and reports.

You must complete *Business Writing That Works* course before taking this program.

What Will Participants Learn?

- ✓ How to make your writing clear, complete, concise, and correct.
- ✓ How to improve sentence construction and paragraph development.
- ✓ How to deal with specific business requests.
- ✓ How to create effective business cases, proposals, and reports.
- ✓ How to thoroughly document sources that you use in your writing.

What Topics are Covered?

- ✓ The C's of writing
- ✓ Writing mechanics
- ✓ Dealing with specific requests
- ✓ Preparing business documents
- ✓ Editing techniques

What's Included in Your Learning Style?

- ✓ Self-paced eLearning OR
- ✓ Interactive class environment – Facilitator-Led
- ✓ Specialized course materials and resources
- ✓ Personalized certificate of completion

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