

OUTLINE

Business Writing

Lesson 1

Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

Lesson 2

Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

Lesson 3

Constructing Sentences

- Parts of a Sentence
- Punctuation
- Kinds of Sentences

Lesson 4

Creating Paragraphs

- The Basic Parts
- Organisation Methods

Lesson 5

Writing Meeting Agenda

- The Fundamental Structure
- Picking a Format
- Composing the Agenda

Lesson 6

Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

Lesson 7

Writing Business Letters

- The Fundamental Structure
- Picking a Format
- Writing the Letter

Lesson 8

Writing Proposals

- The Basic Structure
- Picking a Format
- Writing the Proposal

Lesson 9

Writing Reports

- The Fundamental Structure
- Picking a Format
- Writing the Report

Lesson 10

Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

Lesson 11

Proofreading and Growing

- A Proofreading Primer
- How Peer Review Can Help Behavior
- Publishing and Printing

Lesson 12

Wrapping Up

- Words from the Wise
- Lessons Learned
- Conclusion of Action Plans and Evaluations