Effective Business Writing (Second Edition)

Category: Professional & Leadership Development | **Vendor:** Logical Operations

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Though businesses increasingly rely on technology, technological skills alone do not guarantee success in the workplace. You must still develop your ideas, express them clearly, and persuade others of their viability. This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.In contemporary business environments, information overload makes it necessary for you to communicate clearly and concisely. Trying to make sense of a disorganized email message can be frustrating given the number of emails you have to answer daily. By analyzing your audience, organizing your writing, and employing effective persuasive techniques, your writing will make an impact.

About This Course

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Who Should Attend

This course is for individuals who need to write clearly and concisely in a professional environment.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this course, you will organize and write effective business documents.

You will:

Identify techniques to write effective business communication.

Write electronic communication that is clear, concise, and appropriate in a business context.

Apply the writing principles you have studied to specific business situations and learn to address the needs of a particular audience.

Use your writing and diplomatic skills to create formal business letters.

Use basic persuasive strategies that will allow you to plan and deliver effective proposals.

Detailed Course Outline

Lesson 1: Writing Effective Business Communication

- Topic A: Write Strong Sentences
- Topic B: Organize Your Content
- Topic C: Analyze Your Audience

Lesson 2: Writing Email and Other Electronic Communication

- Topic A: Write an Email
- Topic B: Write Instant Messages and Text Messages

Lesson 3: Writing Common Business Documents

- Topic A: Write an Internal Announcement
- Topic B: Write a Routine Request
- Topic C: Write a Response to Routine Requests
- Topic D: Write a Complaint
- Topic E: Write a Positive Response to Customer Complaints
- Topic F: Write Bad-News Messages

Lesson 4: Writing a Business Letter

- Topic A: Write a Business Letter
- Topic B: Write a Thank-You Letter

Lesson 5: Writing Business Proposals

- Topic A: Persuade Your Audience
- Topic B: Write an Executive Summary
- Topic C: Use Visuals

Additional Course Details

Nexus Humans Effective Business Writing (Second Edition) training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Effective Business Writing (Second Edition) course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Effective Business Writing (Second Edition)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Effective Business Writing (Second Edition) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Effective Business Writing (Second Edition) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Effective Business Writing (Second Edition)?

Yes, we provide corporate training, dedicated training, and closed classes for Effective Business Writing (Second Edition). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Effective Business Writing (Second Edition)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Effective Business Writing (Second Edition) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

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