

Outline for Business Writing Workshop

Workshop is two to three hours long and can be customized for a specific company.

1. Introduction to business writing
2. Fundamentals of writing – grammar, punctuation, spelling, and editing and proof-reading
3. Basic documents -- e-mail, memos, letters, and using the computer
4. Other documents – general guidelines, proposals, progress reports, instructions, inspection and trip reports, etc.
5. Meetings documents – agenda & minutes
6. Voicemail
7. Resources – books and web