

Effective Business Writing

Presented By New Horizons at-

The Office of Training

107 Bridge View Drive



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.

14 SEATS AVAILABLE

Seats are on a First Come/First Serve Basis