

# PROFESSIONAL BUSINESS WRITING BASICS

Course Code: 821254

Learn effective strategies to sharpen your writing skills by structuring your ideas logically, while exercising diplomacy.

This one-day live instructor-led Professional Business Writing training course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments. 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.

In contemporary business environments, information overload makes it necessary for you to communicate clearly and concisely. With the Professional Business Writing training course, you will learn to analyze your audience, organize your writing, and employ effective persuasive techniques, so that your writing makes an impact.

## What You'll Learn

Upon successful completion of the Professional Business Writing Training course, you will be able to:

- Identify techniques to write effective business communication.
- Write email communication that is clear, concise, and appropriate in a business context.
- Apply writing principles 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.

## Who Needs to Attend

Business professionals, IT Project Managers, Project Managers, Project Coordinators, IT Project staff, Business Analysts, System Analysts, IT Directors, Administrative personnel

# PROFESSIONAL BUSINESS WRITING BASICS

Course Code: 821254

VIRTUAL CLASSROOM LIVE

\$745 USD

1 Day

## Virtual Classroom Live Outline

### **Writing Effective Business Communication**

- Write Strong Sentences
- Organize Your Content
- Analyze Your Audience

### **Writing Email and Other Electronic Communication**

- Write an Effective, Professional Email
- Write Instant Messages and Text Messages

### **Writing Common Business Documents**

- Write an Internal Announcement
- Write a Routine Request
- Write a Response to Routine Requests
- Write a Complaint
- Write a Positive Response to Customer Complaints
- Write Bad-News Messages

### **Writing a Business Letter**

- Write a Business Letter
- Write a Thank-You Letter

### **Writing Business Proposals**

- Persuade Your Audience
- Write an Executive Summary
- Use Visuals

Apr 27 - 27, 2026 | 10:00 AM - 4:00 PM EDT

Jun 29 - 29, 2026 | 10:00 AM - 4:00 PM EDT

Aug 31 - 31, 2026 | 10:00 AM - 3:00 PM EDT

Oct 28 - 28, 2026 | 10:00 AM - 4:00 PM EDT



# PROFESSIONAL BUSINESS WRITING BASICS

Course Code: 821254

PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

Date created: 4/23/2026 12:02:52 PM

Copyright © 2026 Global Knowledge Training LLC. All Rights Reserved.