COURSE SYLLABUS

Advanced Business Writing

Learn how to prepare complex, multi-page business documents for any purpose. This course focuses on outlining and formatting techniques for different business documents, including schedules, proposals, project plans, and contracts, to communicate with your audience effectively.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/advanced-business-writing



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Course Outline

Focusing Your Document

1) Determine Your Purpose
2) Determine Your Audience

Communicating to the Audience Effectively

3) Planning the Writing Project
4) Using Informative and Persuasive Techniques