

## Business Writing

1 day

### Description

This ILT Series course teaches students how to write in a business environment. After a review of basic writing skills, students will learn how to write business letters and reports, as well as several types of proposals.

### Prerequisites

- *None*

### Course Outline

#### ***Unit 1: Writing skills***

Topic A: Basic writing skills

Topic B: Effective sentences and paragraphs

#### ***Unit 2: Writing specific messages***

Topic A: Business letters and reports

Topic B: Writing opinionated messages

#### ***Unit 3: Understanding proposals***

Topic A: Proposals

Topic B: Client-focused proposals

#### ***Unit 4: Letter proposals***

Topic A: Writing a letter proposal

Topic B: Visually appealing proposals

#### ***Unit 5: Formal proposals***

Topic A: Structuring formal proposals

Topic B: Visual elements and editing