



# Business Grammar | Writing

4 hours

English

Mid-to-Senior

Leadership

Team Member

**Mid-to-Senior | Leadership | Team Member Courses**

## **Grammar and Mechanics of Writing** (2-4 hours)

If you write for your job, you know that you need to create the best impression possible with your written work. But if you don't understand the basics of English grammar, putting sentences together correctly can be a challenge. And without understanding grammar terms, you may not be able to find the answers you need to fix your mistakes. In this course, we will cover everything you need to know to write grammatically correct sentences. If you are not sure where to put the commas, what the right verb tense to use, or how to use pronouns and prepositions, this class is for you.

## **Business Writing Essentials** (2-4 hours)

As more people interact directly with customers and colleagues, we rely heavily on writing. Writing is a skill that every business professional needs to master for effective communication. In this class, we will cover the principles of business communication. You will learn simple steps to make writing easier and help you overcome your fear of writing. We will discuss how to get the results you want from your writing through clear, concise communication.

## **Bias Free Writing** (2 hours)

Unknowingly a writer may use language that implies bias or a judgmental attitude. When that happens, the audience may disregard the message or even take offense. Sensitivities with language may include gender, ethnicity, disability, sexual orientation, social status and ageism. In this course, we explore the writer's audience, past writing samples and plan more effective, bias-free writing and presentations going forward. Content of this session can be incorporated into any other writing course.