COURSE SYLLABUS

Advanced Business Writing Course Online

Take your business writing further by mastering the skills needed to plan, format, and produce complex, multi-page documents that get results. You'll dig into outlining and formatting techniques across a variety of document types, including schedules, proposals, project plans, and contracts, all with a focus on connecting clearly with your audience.

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



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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