COURSE SYLLABUS

Business Writing Bootcamp Online

Build your business writing skills from the ground up with this bootcamp, where you'll cover grammar essentials, effective writing techniques, and advanced communication strategies that'll help you tackle complex business documents with confidence.

> 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/business-writing-bootcamp-online



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Course Outline

This package includes these courses

- Grammar Essentials Course Online (6 Hours)
- Effective Business Writing Course Online (6 Hours)
- Advanced Business Writing Course Online (6 Hours)

Grammar Essentials Course Online

Polish your business writing with this thorough grammar review. You'll learn to catch and correct common errors, pick the right word forms, and adjust your writing for any audience, giving you the confidence to edit your own work like a pro.

- Spot and correct the grammar errors that quietly chip away at your professional credibility
- Choose the right word forms to write with clarity and precision
- Tailor your writing style to communicate effectively with any audience
- Build real confidence as your own editor through a thorough review of essential grammar rules

Effective Business Writing Course Online

Polish your professional writing and communicate with clarity and confidence in this thorough business writing course. From crafting effective emails and announcements to delivering bad news gracefully, writing formal business letters, and putting together persuasive proposals, you'll build skills that translate directly to the workplace.

- Understand your audience and tailor every piece of writing to their needs
- Structure your thoughts so your message is always clear and logical
- Craft strong, purposeful sentences that make an impact
- Get familiar with the full range of writing styles and formats you'll use in a professional setting

Advanced Business Writing Course Online

Learn how to plan, structure, and format complex, multi-page business documents for any professional purpose. You'll work through outlining and formatting techniques for a wide range of document types, from schedules and proposals to project plans and contracts, so you can communicate clearly and effectively with any audience.

- Prepare complex documents confidently for any professional purpose
- Apply outlining and formatting techniques tailored to different business document types
- Build and follow a reliable four-step process for creating polished business documents
- Communicate clearly and purposefully with your intended audience every time