

# Business Writing

## Course Overview

This course will introduce students to business writing, including working with words, constructing sentences, creating paragraphs, writing meeting agendas, writing e-mails, writing business letters, writing proposals, writing reports, other types of documents, and proofreading and finishing.

<b><u>Module 01 - Getting Started</u></b>	2m
Getting Started	
<b><u>Module 02 - Working with Words</u></b>	6m
Working with Words	
Case Study	
<b><u>Module 03 - Constructing Sentences</u></b>	4m
Constructing Sentences	
Case Study	
<b><u>Module 04 - Creating Paragraphs</u></b>	3m
Creating Paragraphs	
Case Study	
<b><u>Module 05 - Writing Meeting Agendas</u></b>	6m
Writing Meeting Agendas	
Case Study	
<b><u>Module 06 - Writing E-mails</u></b>	4m
Writing E-mails	
Case Study	
<b><u>Module 07 - Writing Business Letters</u></b>	4m
Writing Business Letters	
Case Study	
<b><u>Module 08 - Writing Proposals</u></b>	5m
Writing Proposals	
Case Study	
<b><u>Module 09 - Writing Reports</u></b>	3m
Writing Reports	
Case Study	

**Module 10 - Other Types of Documents**

5m

Other Types of Documents

Case Study

**Module 11 - Proofreading and Finishing**

5m

Proofreading and Finishing

Case Study

**Total Duration: 47m**