

Business Writing

Course Number: 4317

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Clear, concise business writing helps colleagues, clients, and stakeholders quickly understand your message and act without confusion. By practicing proven strategies for prewriting, drafting, and editing, you'll learn to write with clarity and impact. This course ensures every message you write (e.g., emails, reports, proposals, briefs, white papers) saves you time and drives results. Through real-life scenarios, practical examples, and hands-on exercises, you will develop the skills you need to refine and elevate your business writing. The outcome: faster decisions, fewer mistakes, and stronger collaboration across the board.

Intended Audience

This course is designed for professionals who want to improve their business writing skills.

Course Learning Objectives

- Summarize the characteristics and benefits of effective business writing
- Apply general writing tools and techniques to generate effective business communications
- Demonstrate how to effectively use style, tone, and readability in business communications
- Apply best practices to produce emails, memos, and other business communications

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Introduction
	Module 1: Business Writing Basics
LUNCH	

Business Writing

AFTERNOON	Module 2: Beginning the Writing Process
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DAY TWO	
MORNING	Module 3: Elements of Effective Business Writing
LUNCH	
AFTERNOON	Module 4: Writing Quality Business Communications

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, web-based assessments, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Professional Skills Certificate Program](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)

Business Writing

- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Suggested

- [Grammar Refresher](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Briefing and Presentation Skills](#)
- [Communicating Strategically](#)
- [Persuasive Speaking](#)

Business Writing

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4317>



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