

# Frequently Asked Questions

**Course Title:** Business Writing

**Course #:** 4317

**Duration:** 2 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

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.

## 2. Who should attend?

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

## 3. What will I learn how to do in this course?

- 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

## 4. What kinds of activities are included in this course?

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

## 5. Are there prerequisites for this course?

Suggested:

- [Grammar Refresher](#)

## 6. Do I have to complete any prework for the course?

# Frequently Asked Questions

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

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

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Communications and Marketing

NASBA Level: Intermediate

CEUs: 1.3

PDU: 14

CLPs: 16

## 10. What course(s) do you recommend after I complete this course?

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

# Frequently Asked Questions

- [Persuasive Speaking](#)

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).

## 12. What's in it for me?

Effective written communication is an essential workplace skill. This course provides immediate value in helping individuals at all levels improve how they approach business communication with concrete strategies and engaging application exercises.