

Online Course through Lynda.com
Business Writing Principles

Course Description and Objectives

Discover the secrets to effective business writing and crafting messages that other want to read and act on. This course will:

- Introduce you to the 10C's of strong business communication
- Provide you with before and after writing samples that give you the opportunity to apply each principle and sharpen your communication skills.
- Point out common grammar and writing mistakes and share special consideration for formats like emails, reports, handwritten notes and memos.

Online Course Length: 1 hour 32 minutes