

# Advanced Business Writing

**Price:** 1150

**Duration:**

**Delivery Methods:** Virtual

## Overview

Work has been transformed by technology and globalization. Business writing has changed as a result and more than ever before, work involves writing. Effective business writing can increase productivity and the success of your team. Ineffective business writing can lead to confusion and inefficiency. As team members access their work from more locations and the boundary around the workspace is blurred, the risk of poorly formed language escaping the context of the company has increased. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. This two-day workshop will give participants the tools to become better writers. In business writing, the language is concrete, the point of view is clear, and the objectives are clearly stated. Business writing is purposeful and seeks to communicate across teams and departments, across disciplines, backgrounds and even cultures, languages, and time-zones. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. The tools in this course are designed to help you get your writing done faster and with more confidence.

## Course Schedule

Date	Time	Price	Options
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## Why Professional Choose TOPTALENT?

### **Dedicated Texas-Based Support**

Get assistance every step of the way from our **Texas-based team**, ensuring your training experience is hassle-free and aligned with your goals.

### **3000+ Curated Professional Courses**

Access an extensive portfolio of over 3000 courses across IT, Business Application and Leadership – Designed to meet evolving Industry demands

### **95% Client Approval Rating**

Trusted by professionals nationwide our 95% approval rating reflects consistent quality, measurable impact and exceptional service.

### **Certified Industry Instructor**

Learn from professionally certified experts with real world experience and a proven commitment to learner success.

For questions

**call:**

**[\(469\) 721-6100](tel:4697216100)**

**Email:**

[info@toptalentlearning.com](mailto:info@toptalentlearning.com)

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## **FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

### **What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.