

BUSINESS WRITING



Are you perplexed by when to use a colon versus a semi-colon? When to use “who” or “whom”? What about that pesky comma and where to place it? Do you scratch your head when someone said your email sounded rude? This business writing training will help you become the professional writer that will make you more successful. Learn how to write in a business-like manner, writing up quality emails and memos that are succinct and polite, conveying the tone and message you intend.

Brief Class Outline

- Most common spelling errors
- What makes a Sentence (RunOns and Fragments)
- Commas and Apostrophes
- Email Etiquette and Examples
- Taking Minutes
- Diagramming Sentences/Review
- Other Punctuation (Exclamation Points, Hyphens, Colons, etc.)
- Spelling Refresher + Harder Words
- Grammar
- How to Proofread
- Clarity Part 1: Transitions and Fluidity of Ideas
- Clarity Part 2: Conveying Tone and Emotion
- Email Review



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