301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Fundamentals of Writing Training

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Fundamentals of Writing course is specially designed for Federal employees and covers the following topics:

- Organizing your thoughts
- Creating clear and concise memos, emails, letters, reports, and other business documents
- Using proper grammar
- Clarifying language
- Connecting with the reader
- Constructing simple, compound, and complex sentences
- Effectively using transitional words to link sentences into well-constructed paragraphs
- Revising documents
- Formatting documents so that they are easy to read
- The Plain Writing Act of 2010

There are no prerequisites to take this course.

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

The C's of Writing

- How to write clearly
- How to write concisely
- Make your writing complete
- Make your writing correct

Writing Mechanics

- Correct paragraph length
- Elements of a paragraph
- How to order your writing

Dealing with Specific Requests

- Writing for a purpose
- Letters of request

Preparing Business Documents

- Business cases
- Request for proposal
- Formal report

Editing Techniques

- Self appraisal of past writing

Fundamentals of Writing Training FAQs

Who is Fundamentals of Writing for?

Fundamentals of Writing training is ideal for any team member from individual contributors to C-Suite executives looking to improve their professional writing.

What are students saying about Fundamentals of Writing training?

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"Awesome instructor, well prepared!"
– *Student, May 2019*

"[The instructor] was great! Very interactive and high energy."
– *Student, June 2018*

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,495**

ATTENTION

For GSA pricing or Contractor quotes call
301-258-8200 – Option 2.

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

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Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Fundamentals of Writing Training**

- 3 days instructor-led training
- Fundamentals of Writing Training book
- In-class exercises
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

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