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PHOENIX TS

How to Write a Brief Training

This training workshop gives students the tools to become a better writer in business settings.

Course Overview

This 1-day, instructor-led writing course teaches participants how to write clear, effective business documents including brief. Students learn to only include the important details in an interesting manner. This training will address:

- Communication objectives
- Effective writing
- Details

Course Objectives

At the conclusion of this course, students will be able to do the following:

- Know the value of good written communication.
- Write and proofread writing so it is clear, concise, complete, and correct.
- Apply these skills to brief writing or other writing situations that you encounter in your job.
- Understand the proper format for briefs, memos, letters, and e-mails.

Course Outline

Overview of Business Writing and Briefs

- Introductions
- Course objectives
- Personal objectives



Why Write?

Be Clear

- Writing Clearly

Be Concise

- Writing

Be Complete

- Making your writing complete

Be Correct

Word Agreement

Active and Passive Voice

Sentence and Sentence Type

- Sentences and paragraphs

Sentence Construction

Punctuation

Writing a Brief

- Steps to writing a brief



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- Briefs at work

Writing Business Letters

- Steps to writing business letters
- Parts of a business letter

Writing Effective Letters

- Email basics
- Managing emails
- Email at work

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Included in this **How to Write a Brief Training**

- 1 days instructor-led training
- How to Write a Brief Training training book
- 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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