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

View Full Course Details including Latest Schedule Online

PHOENIX TS

# Writing for Business and Government 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!

Our 2-day, instructor-led Writing for Business and Government Training course gives participants the tools they need to become better writers. This training teaches students how to do the following:

- Learn the value of good written communication.
- Learn how to write and proofread your work so it is clear, concise, complete, and correct.
- Apply these skills in real world situations.
- Understand the proper format for business letters, e-mails, and proposals.

There are no prerequisites for 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

### Overview

### Course Overview

- Why Write?
- Be Clear
- Be Concise
- Be Complete
- Be Correct
- Word Agreement
- Active and Passive Voice
- Sentences and Sentence Types
- Practical Language
- Inclusive Language
- Sentence Construction
- Punctuation
- Inclusive Language

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- Writing Business Letters
- Report Writing
- Using Headings
- Using Charts and Graphs
- The Proposal
- Persuasion
- Practical Application
- Giving Credit
- Spelling and Proofreading
- Reviewing Your Writing
- Writing Challenges

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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 **$750**

**ATTENTION**

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

GSA

## Price Match Guarantee

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