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PHOENIX TS

Writing for Business and Government Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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 240-667-7757.

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



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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PhoenixTS

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Starting at **\$750**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)

GSA



Price Match Guarantee

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