

Grammar for Business Writing and Communication in Business

1 Day Course

Communicating in Business

Effective writing skills in the workplace is essential. In this course, you will receive expert tips on improving writing, critical thinking, and solutions to produce effective business letters, reports, presentations, emails, and proposals.

April 26, 2019
8:30 AM - 4 PM
North Metro Campus
Bldg. D, Room 403

Topics include Professional and Technical Communication

Course Fee: \$179.00

- **Grammar Refresher**

- Grammar and Spelling
- Proper wording

- **The Writing Process in the Business World**

- Emails
- Letters
- Other forms of communication

- **Practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business.**

- Reference use and research
- Device and process description
- Formal technical report writing



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