

# Frequently Asked Questions

**Course Title:** Business Writing

**Course #:** 4317

**Duration:** 2 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

Learn to convey professionalism and even influence by writing clearly, effectively, and with your intended audience in mind. You will learn to craft various types of business correspondence, to use prewriting and editing techniques to improve your communication and convey messages with accuracy, correctness, and impact. Through the use of real-life scenarios, examples, and exercises that relate directly to the knowledge needed back on the job, Business Writing provides the tools and skills necessary to refine and hone business writing skills.

## 2. Who should attend?

This course is designed for professionals who want to improve their business writing skills.

## 3. What will I learn how to do in this course?

- Summarize the characteristics and benefits of effective business writing
- Apply general writing tools and techniques to generate effective business communications
- Demonstrate how to effectively use style, tone, and readability in business communications
- Apply best practices to produce emails, memos, and other business communications

## 4. What kinds of activities are included in this course?

Individual, small-group, and large-group exercises; lecture, discussion, web-based assessments, action planning

## 5. Are there prerequisites for this course?

Suggested:

- [Grammar Refresher](#)

## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

This is a core course in the following program(s):

- [Professional Skills Certificate Program](#)
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This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Communications and Marketing

NASBA Level: Intermediate

CEUs: 1.3

PDU: 14

CLPs: 16

## 10. What course(s) do you recommend after I complete this course?

- [Briefing and Presentation Skills](#)
- [Communicating Strategically](#)
- [Persuasive Speaking](#)

### **11. What's in it for me?**

Effective written communication is an essential workplace skill. This course provides immediate value in helping individuals at all levels improve how they approach business communication with concrete strategies and engaging application exercises.