

Consulting and Training | Reach New Heights

Course Name

Business Writing - Entry to Mid

Sector Name

Interpersonal Skills and Self Development

Document Type

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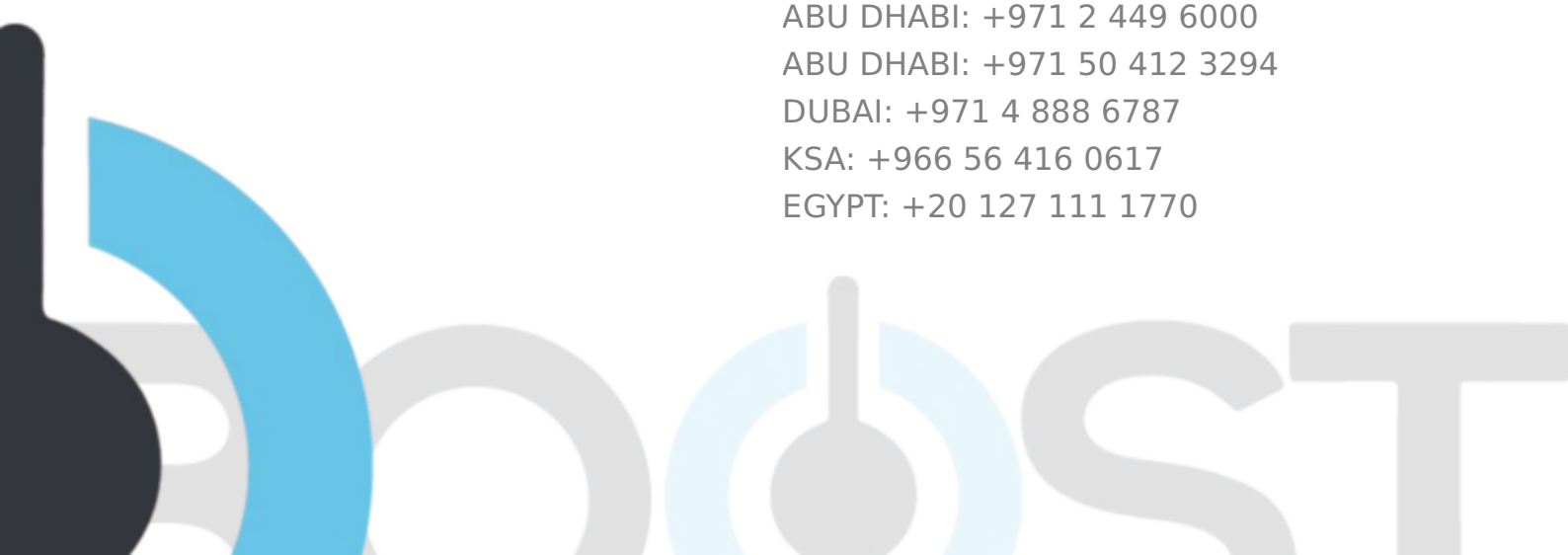
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Business Writing - Entry to Mid

Course Introduction

Clear and professional business writing is essential for effective workplace communication. Emails, reports, memos, and written messages directly reflect an individual's professionalism and an organization's credibility. Poorly written communication can lead to misunderstandings, delays, and inefficiencies.

Developed by **Boost**, this course is designed to strengthen business writing skills for entry- to mid-level professionals. It focuses on writing with clarity, structure, and purpose, ensuring that messages are accurate, professional, and aligned with workplace standards.

Through practical exercises, real workplace examples, and guided writing practice, **Boost's Business Writing - Entry to Mid-course** enables participants to produce clear, concise, and professional written communication suitable for daily business use.

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Target Audience

- ✓ Entry-level and mid-level professionals
- ✓ Administrative and support staff
- ✓ Employees who write emails, memos, or reports
- ✓ Professionals seeking to improve written workplace communication
- ✓ Team members involved in internal or external correspondence

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Learning Objectives

- ✓ Understand the principles of effective business writing
- ✓ Write clear, concise, and professional workplace messages
- ✓ Structure written communication logically and purposefully
- ✓ Apply appropriate tone and language in business documents
- ✓ Avoid common writing errors and improve clarity
- ✓ Communicate ideas effectively through written formats

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Course Outline

✓ DAY 01

Fundamentals of Business Writing

Module 1: Introduction to Business Writing

- ✓ Purpose and importance of business writing
- ✓ Differences between informal and professional writing
- ✓ Common challenges in workplace writing

Module 2: Writing with Clarity and Purpose

- ✓ Defining the objective of a message
- ✓ Writing for different audiences
- ✓ Organizing ideas before writing

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Course Outline

✓ Day 02

Structure and Organization of Written Messages

Module 3: Structuring Business Documents

- ✓ Logical flow and organization
- ✓ Paragraph structure and transitions
- ✓ Using headings and bullet points effectively

Module 4: Tone, Language, and Professional Style

- ✓ Choosing the right tone for different situations
- ✓ Professional language and word choice
- ✓ Avoiding ambiguity and unnecessary complexity

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✓ Day 03

Email and Daily Business Communication

Module 5: Professional Email Writing

- ✓ Email structure and best practices
- ✓ Writing effective subject lines
- ✓ Clear calls to action and closing statements

Module 6: Managing Written Communication

- ✓ Writing concise responses
- ✓ Handling sensitive or urgent messages
- ✓ Maintaining professionalism in digital communication

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✓ Day 04

Writing for Accuracy and Impact

Module 7: Editing and Proofreading Skills

- ✓ Reviewing content for clarity and accuracy
- ✓ Common grammar and punctuation issues
- ✓ Improving readability and consistency

Module 8: Writing for Workplace Scenarios

- ✓ Requests, updates, and explanations
- ✓ Writing instructions and summaries
- ✓ Responding to feedback in writing

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Course Outline

✓ Day 05

Improving Writing Effectiveness

Module 9: Avoiding Common Business Writing Mistakes

- ✓ Overwriting and unclear messaging
- ✓ Tone-related misunderstandings
- ✓ Managing time and efficiency in writing

Module 10: Developing a Personal Writing Improvement Plan

- ✓ Identifying individual writing strengths and gaps
- ✓ Applying writing techniques to daily tasks
- ✓ Creating a practical plan for continuous improvement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	France , Paris
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Riyadh
July 12, 2027	July 16, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 26, 2026	Oct. 30, 2026	5 days	2150.00 \$	Virtual , Online

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