



ESL4WORK Inc.



Business Writing

This comprehensive course develops the writing skills that are required to compose effective written correspondence at work. Format, grammar, punctuation, vocabulary development, and organization are all emphasized. Students are required to self and peer edit according to grammar correction symbols to practice writing in a clear and concise manner. The course centers upon the language of emailing, report writing, memorandums, safety and incidence reports, and business letters.

LESSON TOPIC LIST

1. The language of emailing (inform, request, respond, propose, and general emails)
2. Taking detailed minutes for a meeting, presentation, or conference
3. Sentence elements (e.g. Subject, Verb, Object, Adverbial etc.)
4. Writing effective sentences and paragraphs
5. Transitional devices
6. Writing a process description
7. Technical writing
8. Memorandums
9. Writing successful reports
10. Persuasive writing
11. Providing solutions and recommendations
12. Expressing opinions and beliefs in writing
13. Requesting and responding
14. Paraphrasing various written forms of text
15. Self and peer editing using grammar correction symbols
16. Improving punctuation, tone, and format in writing
17. Composing professional business letters
18. Strategies for improving the writing process (e.g. prewriting, writing, revising)
19. Direct vs. Indirect language
20. Formal vs. Informal language