Grammar Skills for Business Writing

Are your teams' business documents always clear and accurate? Can they capture reader's attention by using a wide range of grammatical structures and adapting vocabulary? Even the smallest grammar mistakes can cause miscommunication and have a negative effect on your organisation's professional image.

This course lays strong foundations in using English grammar accurately in a variety of business writing situations. Your teams will know how to prevent common mistakes and write accurate, concise and varied sentences. As a result, your organisation's written communication will be more professional and polished, making a good impression on your stakeholders.

Objectives	Benefits
• Write clear documents with accurate grammar and vocabulary to reduce miscommunication	• Participants will avoid miscommunication, better connect with readers and achieve their aims through accurate and varied written messages
• Use a wide range of grammatical structures in documents to add variety and interest to engage stakeholders	• Stakeholders will quickly understand written messages, value reading your documents and be prepared to take appropriate action
• Adapt grammar and vocabulary to different readers and situations to influence readers and achieve goals	• Your organisation will gain a reputation for accurate, professional written communication, increase connection and enhance its image

- Establishing level course: build strong foundations
- No experience needed
- Minimum intermediate (B1) level English

Grammar Skills for Business Writing - Course outline

Module	Competency
Grammar for business writing essentials • The importance of effective written grammar skills at work • Evaluating grammar skills for written communication and setting personal goals	• Set goals to improve written grammar skills by analysing documents against criteria for effective performance
Grammar for writing updates and progress reports • Referring to the past • Selecting the appropriate structure	• Use accurate structures to provide clear and credible written updates and progress reports
Grammar for writing about future plans • Communicating planned actions and timelines • Expressing possible future actions	• Use accurate grammar to clearly communicate future plans or actions in writing
Grammar for making written requests • Engaging stakeholders with the right approach • Requesting action, permission and information	• Use accurate language to write requests which positively influence stakeholders
Grammar for describing and comparing data in writing • Structures and vocabulary for describing trends • Making comparisons and contrasts	• Use a range of grammar and vocabulary to describe and compare data clearly in writing
Grammar for giving written recommendations • Making formal and informal recommendations • Adapting levels of assertiveness	• Use accurate grammar to write recommendations or advice that are adapted for your audience
Grammar for reporting workplace communication • Reporting peoples' words and questions • Selecting suitable reporting verbs	• Use a range of structures and verbs to report common workplace communications between stakeholders
Grammar for business writing mini-clinic • Evaluating grammar skills for business writing against best practices • Setting goals and action planning	• Develop plans to achieve written grammar skills goals in the workplace by selecting tools and techniques for effective performance