

Writing Fitness: Practical Exercises For Better Business Writing (1st Edition)

Course Specifications

Course Number: CCT-017_rev4.0

Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Filled with practical business writing exercises and activities, this self-paced workbook covers basic organizational skills, clear and concise writing, spelling, punctuation tips, and much more. The focus is on ways to edit, tone, and clarify business memos, letters, and reports.

Course Objective: The objectives for Writing Fitness are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives Of This Book Are To Help The User:

- Learn techniques for spelling accuracy
- Understand punctuation and capitalization rules
- Review principles of usage
- Explore ways to write memos, letters, and reports

Course Content

Part 1: Introduction

Part 2: Some Basics of Style

- Exercises for Better Spelling
- The Apostrophe
- Common Comma Faults
- When to Capitalize
- More on Mechanics
- A Usage Quiz

Part 3: Starting with the Sentence

- Active Versus Passive Sentences
- Use Familiar Words
- Eliminate Unnecessary Words
- More on Wasted Words
- Avoid Redundancy
- Use Adjectives Sparingly
- Short Words Are Better
- Avoid Cliches
- Pay Attention to Detail
- Misplaced Words
- Weakening Verbs

Part 4: Exercises to Help You Write Better Memos

- Examples of Good and Poor Memos
- Exercises

Part 5: The Business Letter

- Structure and Style
- Checklist
- Exercises

Part 6: The Business Report

- Organizational Tips
- Do's and Don'ts
- Exercises

Part 7: Now You Try It!

- Writing Sample Memos
- Business Letter Exercises
- A Final Challenge--The Business Report