



Course Content

Course Description:

In this course, you will cover: basic writing skills, effective sentences and paragraphs, business letters, reports, writing opinionated messages, understanding proposals, writing a letter proposal, structuring formal proposals & visual elements and editing.

Prerequisites

None

Topics:

Writing Skills

- Basic Writing Skills
- Effective Sentences and Paragraphs

Writing Specific Messages

- Business Letters and Reports
- Writing Opinionated Messages

Understanding Proposals

- Proposals
- Client-focused Proposals

Letter Proposals

- Writing a Letter Proposal
- Visually Appealing Proposals

Formal Proposals

- Structuring formal Proposals
- Visual Elements and Editing

Course Summary

- Continued Learning After Class