Business Writing

COURSE INFORMATION

Description  Writing skills are crucial to professional development. This workshop will discuss grammatical and stylistic keys to writing clearly, concisely and with impact. During class, we will refer to the University writing standards (e.g., font, spacing) and style guide, and students will learn to draft a professional email. Participants are asked to bring two writing samples.

Intended Audience  All staff and faculty

Pre-requisites  None

Offered  Quarterly

Duration  1 hour

REGISTRATION

SLU faculty and staff may view the current schedule and class locations and register for Instructor Led Training (ILT) classes through SkillSoft located in the Tools section of MySLU. If you are new to SkillSoft, please visit: http://goo.gl/2XMKWQ

IF YOU LIKE THIS, YOU MAY ALSO LIKE...

Online Courses*  
- Business Writing: Know Your Readers and Your Purpose
- Business Writing: Editing and Proofreading

Books*  
- The Manager’s Guide to Business Writing (S. Sparks, 1999)
- Professional Writing Skills: Five Simple Steps to Write Anything to Anyone (N. Terk, 2014)

Other ILT  
- Speaking with Confidence
- Conducting Effective Meetings

*Available in SkillSoft

Check out what other courses people are talking about in the Skillsoft SLU Community by clicking on “Visit SLU Community” in the Skillsoft tool bar.

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Human Resources

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