



# Business Writing

## Working with Words

- Spelling
- Grammar
- Creating a Cheat Sheet

## Constructing Sentences

- Parts of a Sentence
- Punctuation
- Types of Sentences

## Creating Paragraphs

- The Basic Parts
- Organization Methods

## Writing Meeting Agendas

- The Basic Structure
- Choosing a Format
- Writing the Agenda

## Writing E-mails

- Addressing Your Message
- Grammar and Acronyms

## Writing Business Letters

- The Basic Structure
- Choosing a Format
- Writing the Letter

## Writing Proposals

- The Basic Structure
- Choosing a Format
- Writing the Proposal

## Writing Reports

- The Basic Structure
- Choosing a Format
- Writing the Report

## Other Types of Documents

- Requests for Proposals
- Projections
- Executive Summaries
- Business Cases

## Proofreading and Finishing

- A Proofreading Primer
- How Peer Review Can Help
- Printing and Publishing