



SKILLPATH ON-DEMAND SEMINARS

# Business Writing Basics for Professionals



Few tasks are as challenging as “putting it in writing” for others to learn from, act upon or respond to. Whether you write one-page memos or multi-page reports, proposals or other documents, they don’t have to be dreaded chores to be avoided or put off for as long as possible.

This HD-quality program brings the critical writing skills and engaging presentation of one of SkillPath’s most requested public seminars right to your desktop. It’s like having a personal one-on-one session with our nationally recognized business communication expert as he teaches you the rules of business writing you simply can’t afford to break, a three-step approach for getting an immediate response to any written communication, how to overcome writer’s block once and for all—and so much more!

Vital skills like these will help you get more done every day. You’ll see your respect and credibility grow as you earn a reputation as a business professional who is able to communicate effectively.

## PROGRAM GUIDE

- What to Know Before You Write
- Putting Your Words on Paper
- Say It With Style
- Professional Editing and Proofreading Techniques
- Writing That Means Business
- Writing for Special Situations



One DVD-ROM including workbook and assessment in PDF format



### ABOUT THE PRESENTER:

**Chad Frewett** is an international speaker and trainer known for his engaging, real-world presentation style, vivid explanations and entertaining delivery. He has teaching and training experience across a wide spectrum—over the past 20 years, he’s taught in schools, churches, colleges, nonprofit institutions, prisons, government agencies, medical facilities, mines, factories and a variety of other business settings. As a sought-after speaker, Chad has delivered highly rated seminars, workshops and

presentations for audiences across Australia, New Zealand, the United Kingdom and the United States. Chad holds a B.S. in Education and a Bachelor of Music degree from the University of Missouri – Columbia, and his postgraduate studies include work at Northwest Missouri State University and the University of Missouri – St. Louis.

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# Basics Of Business Writing

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## **Basics Of Business Writing:**

The Top Books of the Year Basics Of Business Writing The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Basics Of Business Writing : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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