

# Power Tools for Business / Technical Writing including Grammar

ChangeWorks  
Inc.



## Purpose:

This workshop is designed to help writers develop documents more efficiently, experience less stress during the writing process, and create better documents in terms of clarity, conciseness, organization, correctness, logic, and appearance. This program also offers a practical section on grammar, usage, and punctuation.

## Methods:

To enhance participants' awareness of issues, options, and practices in modern business writing, the facilitator uses short presentations, group discussions, small-group activities, editing exercises, and writing tasks. The workshop is delivered using adult learning principles.

## Content:

### Creating a Readable Style

- ✓ The "Ten Keys for Clear Writing": important readability issues including word choice, sentence length, use of key words, and application of the professional voice
- ✓ Use of a positive tone (there are many ways to tell the truth)
- ✓ Parallel construction for effective balance
- ✓ Active and passive voice: combating a writing "disease"

### Powerful Tools for Organizing the Document

- ✓ Using the POWER model to enhance the writing process: (Plan, Organize, Write, Evaluate, Revise)
- ✓ Layout logic
- ✓ Proofreading guidelines

### Document Design

- ✓ Applying laser printer/print conversions to documents
- ✓ Effective memos and letters: layouts, salutations, openings, and closings: four models for standard business messages
- ✓ Key elements of the short professional report; applying report concepts to memos and letters

### Appendix of Useful Resources

- ✓ A comprehensive writing checklist
- ✓ A practical annotated bibliography

An optional model is available as a review of contemporary punctuation and grammar.

## Schedule:

It is recommended that this workshop be scheduled as two or four half-day sessions, with at least one day between. This format permits participants to deal with manageable amounts of material during each session and to practice and review material between sessions. Selected material can also be presented in a one-day format.

*This workshop is available in several formats.*



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