**BUSINESS WRITING SEMINAR**

**OUTLINE OF TOPICS TO BE COVERED**

(1) Quick steps to set up an outline and profile for any kind of document.

* Dealing with writer’s block;
* How to prepare an outline – person and purpose;
* Gathering information;
* Allow free writing;
* Edit and proofread carefully; check for tone and accuracy.

(2) Eliminating clutter from business writing.

* Active versus passive voice;
* Proper use of verbs;
* Avoiding redundant phrases and adjectives;
* Watching for excessively bureaucratic, legal or medical language; and
* Identifying common wordiness traps in composition.

(3) Common grammar mistakes and spelling errors.

* Use of pronouns;
* Adjectives and adverbs;
* Subject-verb disagreement;
* Lack of parallel structure;
* Dangling phrases and misplaced modifiers;
* Possessives;
* Split infinitives;
* Poor punctuation;
* Commonly misspelled words;
* Over-reliance on MS Word spell check.

(4) How to write proper sentences and concise paragraphs.

* Using different types of sentences for effect;
* Key ways to avoid run-on sentences;
* Altering sentence lengths and types;
* The structure of proper paragraphs;
* When to start new paragraphs;
* How to break up copy for readability.

1. Putting it all together.

* Sample writing exercises;
* Sample grammar and spelling tests;
* Specific questions/issues related to the type of writing you do.