

## Certificate in Business Writing Skills

### Overview

Many people may be skilled in Business, or may be skilled in writing but combining the two together can be a difficult task. Talented writers often struggle with the terminology of business and how to tailor their writing towards the market; similarly, many who have specialised in Business may struggle to masterfully write their proposals if it is not something they have needed to do in the past. This course will help you to combine these two skills together in order to write excellent business proposals and accounts, regardless of which area you might feel more proficient in.

### Modules

- What is Business Communication?
- Types of Communication
- STAR Format of Written Communication
- Essentials of Effective Communication
- Tips for Smart Communication
- Communication Across Cultures
- Exercises
- Summary

### On course enrolment

- **167 course pages** in a PowerPoint Slides format that you can easily print
- **Real life examples**
- High quality infographics that help you understand content
- Full Guidance Support
- **Awarding Organisation endorsement and Certificate**

### Eligibility requirements

- There **is no previous experience or qualifications required** for enrolment.
- It is available to all students aged 18 or over, of all academic backgrounds.
- **Basic understanding of English** language is required to attend this course.
- You'll need a **smart device (PC/Mac/Tablet) with an internet connection**.

### Course Assessment

This course does not involve any written exams. Students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks.

### Course Duration

The course can be completed in a very short time. The pace for the course is set by the learners themselves the course material is downloadable and course registration will be valid for 12 months, so learners can complete the course with complete peace of mind and with no pressure at all.

**Course Mode**

This is a self-study course, students have 100% freedom to complete the course, there is no time restriction on this course.

**Career path**

This course may lead to progression into or within employment related to this field. Skills in Business Writing Skills aid people in leadership positions, training positions and marketing positions, as well as several other lines of work. Employers may request their employees to do this as a CPD course, or you may choose to do so in order to progress in your field.

**Fees: £150 + VAT****Fast Facts**

Awarding Body: CPD Qualification, UK

Course Duration: 2-6 Weeks

Method of study: Online

Qualification Level: 1