StaffCPD | Affordable CPD for All

Certificate in Business Writing Skills

CPD Certificate • Accredited by UK Versity and The CPD Certification Service

COURSE TYPE	DURATION	ASSESSMENT	STUDY MODE	ACCREDITED BY
CPD Certificate	2–6 Weeks	Online MCQ (50% pass)	Online / Self-paced	UK Versity & CPD Certification Service

COURSE 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.

WHAT YOU WILL LEARN

- 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

ENTRY 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.

CAREER AND PROGRESSION

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.

ASSESSMENT & ACCREDITATION

This course does not involve any written exams. Students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks. This course is accredited by UK Versity and The CPD Certification Service. On successful completion you receive a certificate you can verify at staffcpd.com/verify-your-certificate.

Course Fee: £20

100% online | Instant access on purchase | 12 months' access

BUY NOW
staffcpd.com

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