WRITTEN COMMUNICATION

This CareerSafe® course covers electronic communication tools and describes how to consistently employ strategies to develop written materials that are clear and concise, as well as create effective and appropriate electronic business communications.

Part of the Employability Skills Training Package!

WRITTEN COMMUNICATION

TOPIC MODULES:

Write Like a Professional - 15 min	• State the importance of effective electronic communication. • Demonstrate the correct use of punctuation. • Recount how to avoid common grammatical errors. • List best practices for improving the clarity of writing. • Describe best practices to help with editing communications. • List best practices when writing for English as a Second Language speakers.
Workplace Communications - 30 min	• Describe how to select the tone of, and correctly format, a business email. • Outline email etiquette best practices. • Restate approaches which can be relied upon when using work chat platforms. • Identify the components of a business letter. • Recognize that different forms of workplace communication are utilized depending on the message and the audience.
Meeting Communications - 15 min	• Identify and define vocabulary related to business meetings. • Describe how to coordinate meetings. • Create professional and effective meeting artifacts.