

## Business Writing Skills

*Washington (USA)*

*6 - 10 October 2025*

UK Training

# PARTNER



## Business Writing Skills

Code: PS28 From: 6 - 10 October 2025 City: Washington (USA) Fees: 4700 Pound

### Introduction

In today's fast-paced professional landscape, effective written communication is more critical than ever. Business writing skills empower professionals to convey ideas clearly, influence decisions, and enhance collaboration across departments. Whether you're an early-career employee or a seasoned executive in the MENA region, mastering business writing is essential for strategic success and operational efficiency.

This course is designed for executives, team leaders, and specialists in both the public and private sectors—spanning industries such as oil and gas, banking, telecom, government, HR, marketing, and project management. It equips participants with the practical tools to write professionally, persuasively, and with impact across multiple formats and audiences.

### Course Objectives

- Understand the fundamentals of effective business writing.
- Apply proper grammar, tone, and structure in workplace documents.
- Write clear and concise emails, memos, and reports.
- Tailor writing to diverse audiences and professional contexts.
- Organize complex ideas into coherent, actionable formats.
- Enhance persuasiveness in internal and external communications.
- Identify and eliminate common writing mistakes.
- Develop skills for editing and revising professional texts.
- Improve overall business communication confidence.
- Align writing with institutional branding and tone.

### Course Outlines

#### Day 1: Fundamentals of Business Writing

- Introduction to professional writing principles.
- Understanding purpose, audience, and clarity.
- Differences between business and academic writing.
- The writing process: planning, drafting, editing.
- Tone and voice in business environments.
- Practical exercise: rewriting unclear messages.

#### Day 2: Structure and Organization

- Organizing thoughts into clear outlines.
- Headings, bullet points, and visual clarity.
- Paragraph construction and logical flow.
- Transitions and connectors for better readability.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on the board. The text 'UK Training PARTNER' is overlaid on the image.

UK Training  
**PARTNER**

- Opening and closing a document effectively.
- Workshop: analyze and structure sample business texts.

### Day 3: Emails and Business Correspondence

- Writing professional, concise emails.
- Managing tone in internal and external communications.
- Formatting subject lines and calls-to-action.
- Handling complaints, follow-ups, and approvals.
- Language of courtesy and diplomacy.
- Peer review: email samples and improvement suggestions.

### Day 4: Reports and Document Preparation

- Types of business reports and their purposes.
- Executive summaries and recommendation writing.
- Presenting data in written form clearly.
- Visual elements: tables, charts, and formatting.
- Structuring reports for decision-making.
- Assignment: create a short analytical report.

### Day 5: Editing, Feedback, and Application

- Proofreading techniques and editing strategies.
- Grammar checks, punctuation, and formatting tools.
- Improving clarity, brevity, and tone.
- Practice: revise a previous assignment using feedback.
- Group presentations of final written documents.
- Summary of learning outcomes and certification process.

### Why Attend this Course: Wins & Losses!

- Enhance your business writing confidence and impact.
- Increase efficiency in daily written tasks.
- Improve your credibility with stakeholders and clients.
- Learn to structure messages for faster understanding.
- Reduce errors and misunderstandings in communication.
- Strengthen leadership presence through written expression.
- Apply techniques immediately to work settings.
- Earn a recognized certificate to boost your professional profile.

### Conclusion

Business writing is a core professional skill—not just for writers, but for anyone looking to lead, influence, or collaborate effectively. This course delivers hands-on experience, proven frameworks, and tailored guidance to help participants write with clarity, confidence, and purpose.

By the end of the program, you'll be able to craft impactful documents that drive results and elevate your professional presence across industries.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern and concentric circles in the background.

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)  
(Switzerland)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Artificial Intelligence (AI)  
Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

