



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - The Building Blocks of Business Writing First Edition

**Course Number:** AX084–103 | **Days:** Self–study

**Description:** If you want to build your writing skills, this book introduces a three–stage process for success. It shows how to master the fundamentals, develop an effective style, and select an appropriate format. Most importantly, it helps you prepare the "base" for further writing improvement

### Topic-Level Outline

#### Chapter 1: Introduction

##### Chapter 2: Grammar

Express Yourself in Complete Sentences  
What Is a Sentence?  
Recognizing Incomplete Sentences  
Run–Together Sentences  
Fixing Faulty Sentences  
Common Grammar Errors  
Standard English and Dialects  
Special Problems of Nonnative Speakers

##### Chapter 3: Spelling

Let the Computer Do It?  
Commonly Confused Words  
Spelling Rules  
Train Yourself to Be a Good Speller

#### Chapter 4: Punctuation

Six Punctuation Marks  
Commas, Apostrophes

##### Chapter 5: Mechanics

Capital Letters  
Quotation Marks  
Format and Appearance of Letters and Memos

##### Chapter 6: Style

Developing Your Writing Skills  
What Is Style? , How to Write with Style  
The Four Pitfalls of Business Writers

##### Chapter 7: Strategy

The Process of Writing, Writing Memos  
Memo Format

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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## EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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