



Business Writing

Enhance your written communication to drive professional success

Clear writing drives impact. Business Writing equips you with the skills to create structured, professional documents that meet stakeholder expectations and organisational goals. Strengthen your ability to write with clarity, purpose and professionalism, positioning yourself as an effective communicator in any business setting.

What will you learn?



Document clarity

Clear and concise business documents leave no room for misinterpretation. Strengthen your ability to ensure communication achieves its intended purpose effectively.



Structure documents

Organised documents guide readers seamlessly through ideas. Learn techniques to construct well-structured content that is both accessible and impactful.



Adapt communication

Flexibility in communication style and tone is critical for different contexts. Gain the skills to adjust your approach, ensuring your messages resonate with diverse audiences.



Planning and organising

Effective structure enhances readability and clarity. Master techniques to organise content logically and integrate visuals that support your message.



Stakeholder engagement

Tailoring communication to meet stakeholder needs builds trust and success. Develop the competence to align your writing with business objectives while fostering professional relationships.



Business sense

Logical and impactful writing ensures alignment with organisational goals. Enhance your critical thinking to produce relevant and purposeful documents.

Course outline

 6 Collaborative Learning Sessions

 WEEK 1	 WEEK 2	 WEEK 3	 WEEK 4
Orientation Meet your Industry Expert, Learner Success Coach and other learners	Module 1 Business writing foundations Apply core business writing principles to produce professional documents	Module 2 Professional business language and tone Adapt your tone and language to suit various business contexts	Module 3 Structuring business documents Create clear, purposeful documents tailored to business objectives
 WEEK 5	 WEEK 6	 WEEK 7	 WEEK 8
Module 4 Writing reports and proposals Develop impactful reports and proposals aligned with stakeholder needs	Module 5 Writing for stakeholder engagement Use persuasive writing to engage and influence stakeholders	Module 6 Final review and refining documents Refine and polish documents to ensure clarity and professional presentation	Assessment Business Report

Who is this course for?

This course is designed for professionals looking to refine their business writing skills, enhance stakeholder engagement and produce documents that drive decision-making and organisational success.

The learning experience

MasterStart courses are developed to provide a learning experience that builds competence and professional confidence. This unique online learning approach means you will:



Enjoy full learning support for your course, in the form of a dedicated team of an Industry Expert, Learner Success Coach and Learner Support Coordinator.



Learn from a mix of self-paced study modules, quizzes and interactive activities.



Access resources, audio notes and a community chat for additional support and discussion.



Engage in collaborative learning sessions to apply what you've learned in practical ways.

All MasterStart courses are aligned to Category-B of the B-BBEE Skills Development matrix.

Contact Us



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Certificate of Competence