

Build Communication Skills: Business Writing via LOC Learn

Build Communication Skills: Business Writing via LOC Learn continues with additional tools for the development of communication skills. We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Five Best Practices to Prevent Business Writing Blunders	Video, 3:10 minutes	Dianna Booher	Poor writing skills can hinder or even sink your credibility, but a few smart tips will keep your writing in top form.
Clarity and Conciseness in Business Writing	Course, 31 minutes	N/A	In this course, you'll explore techniques you can use to make your writing more clear. Specifically, you'll learn about the importance of using short and familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases.
Audience and Purpose in Business Writing	Course, 29 minutes	N/A	In this course, you'll discover how to identify your readers and create messages that convey the appropriate tone for different reader roles. You'll also explore how to write effectively for the three most common purposes: to inform, respond, or persuade.
Troublesome Words and Phrases: Common Usages and Mistakes In Writing	Course, 29 minutes	N/A	In this course, you'll learn how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. You'll explore often misused verbs – for example, affect and effect or apprise and appraise – that can impede professional business writing.
Editing and Proofreading Business Documents	Course, 30 minutes	N/A	This course describes how to edit and proofread effectively, covering key areas, such as tone, structure, clarity, and accuracy, as well as common grammar, punctuation, and spelling mistakes to watch out for.
Using Punctuation Marks	Course, 30 minutes	N/A	In this course, you'll learn the standard rules and guidelines for using punctuation marks. You'll learn a crucial aspect of better writing that often causes much confusion – how to correctly use commas. The course includes rules for better writing such how to use different connecting and separating marks, like colons, semicolons, dashes, and hyphens.