



Nelson Communications

Write Right! Baseline Business Writing Skills

AGENDA

The Sentence: The Foundation of Good Writing

- Understanding sentence structure
- Finding the key sentence—the subject-verb combination
- Getting rid of sentence clutter

Common Grammar Problems that Cause Confusion

- Moving from passive to active voice
- Writing with strong verbs
- Creating parallelism in lists

Punctuation Marks: Apostrophes, Colons, Commas, Semicolons—to Name a Few

- Learning the rules that have changed
- Reviewing the rules that have stayed the same

Proofreading

- Making sure a document meets today's standards for readability and professionalism