

EMPLOYABILITY SKILLS

WRITTEN COMMUNICATION



Strategies for Workplace Success

In today's digital world, effective written communication is an increasingly critical job skill. From email etiquette to best practices for professional writing, the CareerSafe Written Communication course provides the knowledge and essential skills needed to develop clear, concise, and effective electronic business communications.



Best-in-Class US-based Customer Care



+4.1 Million Trained and Counting



Aligns with Employability Skills Framework



"I trained alongside my friends and classmates and developed better communication, problem solving, listening, critical thinking, and leadership skills because of it. The method in which I was taught was through interactive lessons that were simple but effective."



Optimized Learning



Study Guides



Real-World Scenarios

Benefits and Features

- Contains **interactive content and real-world scenarios** to keep courses engaging and give students the opportunity to practice the skills they learn.
- Includes **teacher tools and resources** that make it easy to distribute courses, plan lessons, and manage students.
- Provides resources and techniques for building **essential skills and strategies** applicable in all professional fields.



1 Hour Seat Time



Part of our Employability Skills Training Library of courses!



TOPICS AND LEARNING OBJECTIVES

Write Like a Professional (~15 minutes)

- *State the importance of effective electronic communication.*
- *Demonstrate the correct use of punctuation.*
- *Recount how to avoid common grammatical mistakes.*
- *List best practices for improving the clarity of writing.*
- *Describe best practices to help with editing communications.*
- *List best practices when writing for English as a second language speakers.*

Workplace Communications (~30 minutes)

- *Describe how to select the tone of and correctly format a business email.*
- *Outline email etiquette best practices.*
- *Restate approaches which can be relied upon when using work chat platforms.*
- *Identify the components of a business letter.*
- *Recognize that different forms of workplace communication are utilized depending on the message and the audience.*

Meeting Communications (~15 minutes)

- *Identify and define vocabulary related to business meetings.*
- *Describe how to coordinate meetings.*
- *Create professional and effective meeting artifacts.*



*Learn more about the CareerSafe Employability Skills
Written Communication course »*

