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They practice these writing techniques and apply them to writing emails, memos, and business letters. Participants also learn best practices for self-editing their work as well as seeking feedback from others to ensure effectiveness. Course Objectives. The specific objectives of this unique experience are to help you: Utilize the "7 C's" of Business Writing. Gain better awareness of common spelling and grammar issues in business writing. Know tips and techniques in writing agendas, email messages, business letters, business proposals, and business reports. Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases. Define proofreading and understand techniques in improving proofreading skills. Who Should Attend? Courtland L. Bovee. Techniques of Writing Business Letters, Memos, and Reports is a concise supplemental text covering the basics of effective business writing in these three essential areas. The text eases the job of teaching, as students are not only told what to do, they are shown, step-by-step. Short, applications-oriented exercises enable students to practice what they have learned and allow instructors to pinpoint areas which require more work. In this book, Courtland L. Bovee reveals the following secrets of successful writing that help students become better business writers: * Action-