



Hurley Write, INC.

“Better Business Writing” Online Course

The seven modules of this business writing course teach the basics of clear, succinct business writing, including how to write effective emails, business letters, reports and proposals; how to use language to convey your ideas; and how to construct effective editing and proofreading strategies. Each module takes roughly 30 minutes to complete.

	No Feedback Option	Feedback Option
What’s Included		
Voiced lectures	✓	✓
180-day access	✓	✓
Knowledge checks	✓	✓
Take-away tips	✓	✓
The Hurley Write eBook	✓	✓
Certificate of completion	✓	✓
Hurley Write Cheat Sheets		✓
Writing Options		✓
Cost	\$199.00	\$999.00

Topics

- Module 1: The Building Blocks of Business Writing
- Module 2: Making Your Writing Easy to Read
- Module 3: Writing Concise, Precise Emails
- Module 4: Writing Effective Business Letters
- Module 5: Writing Business Reports
- Module 6: Writing Proposals
- Module 7: Constructing Useful Editing and Proofreading Strategies

How Do I Register?

[Signing up](#) is simple! Have a group? Contact us about discounts!

Need more info? Contact us at www.hurleywrite.com or call us toll-free at 877-24WRITE (249-7483).