# Professional Business Writing and Correspondence Training Course

09 - 13 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #SA8568_26222

## Course Introduction / Overview:

In today's fast-paced corporate environment, the ability to communicate clearly and professionally through writing is not just a skill but a critical asset for career advancement. This course is meticulously designed to transform your approach to business writing, moving beyond basic grammar to master the art of impactful and effective corporate correspondence. We will explore the foundational principles of clarity, conciseness, and correctness, drawing upon timeless wisdom from authorities like William Strunk Jr., whose seminal work "The Elements of Style" continues to guide writers toward precision. This program addresses the full spectrum of modern business communication, from crafting persuasive emails and memos to structuring comprehensive reports and proposals that command attention. At BIG BEN Training Center, we understand that every word reflects on you and your organization. Therefore, this training provides practical tools and strategies to ensure your written communications are polished, professional, and achieve their intended objectives, ultimately enhancing your professional credibility and driving business success.

## Target Audience / This training course is suitable for:

- Managers and team leaders.
- Administrative professionals and executive assistants.
- Project managers and coordinators.
- Sales and marketing professionals.
- Human resources personnel.
- Customer service representatives.
- Technical staff who need to write reports for non-technical audiences.
- Anyone seeking to improve their professional writing skills.

## Target Sectors and Industries:

- Banking and financial services.
- Information technology and telecommunications.
- Healthcare and pharmaceuticals.
- Engineering and construction.
- Consulting and professional services.
- Retail and consumer goods.
- Government agencies and public sector organizations.
- Non-profit and educational institutions.

## Target Organizations Departments:

- Human Resources and Administration.
- Sales and Marketing.
- Customer Relations and Support.
- Project Management Office.
- Finance and Accounting.
- Procurement and Logistics.
- Internal and Corporate Communications.
- Executive Management.

## Course Offerings:

By the end of this course, the participants will have able to:

- Apply the core principles of professional business writing for clarity and impact.
- Write effective, professional, and action-oriented emails and memos.
- Structure and format formal business letters and proposals correctly.
- Develop well-organized and persuasive reports for various business needs.
- Analyze the target audience to tailor the tone, style, and content appropriately.
- Master advanced proofreading and editing techniques to produce error-free documents.
- Utilize persuasive writing strategies to influence decisions and outcomes.
- Adapt writing styles for different digital communication platforms.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in the workplace. We move beyond traditional lectures to create a dynamic learning environment centered on real-world application. The course heavily incorporates hands-on exercises, including the drafting and revision of various business documents like emails, reports, and proposals. Participants will work individually and in small groups on case studies drawn from actual business scenarios, allowing them to tackle common writing challenges collaboratively. Interactive sessions, group discussions, and peer-review activities provide a platform for sharing insights and receiving constructive feedback. Our expert instructors facilitate the learning process, offering personalized guidance and coaching. This blended approach of theoretical knowledge and practical application ensures a comprehensive understanding and mastery of modern business writing standards, empowering participants with the confidence to communicate effectively in any professional context.

## Course Agenda (Course Units):

### Unit One Foundations of Professional Business Writing

- The 7 Cs of effective communication.
- Understanding your purpose and audience.
- Establishing a professional and appropriate tone.
- Structuring documents for readability and clarity.
- Overcoming common grammar and punctuation errors.
- Developing a concise and direct writing style.
- The importance of positive language in business correspondence.

### Unit Two Mastering Email and Memo Correspondence

- Crafting clear and effective subject lines.
- Structuring professional emails for maximum impact.
- Mastering email etiquette in a global context.
- Writing effective memos for internal communication.
- Managing email threads and attachments professionally.
- Handling difficult or sensitive topics via email.
- Techniques for writing action-oriented messages.

### Unit Three Writing Formal Business Documents

- The standard formats for business letters.
- Developing compelling business proposals.
- Techniques for writing persuasive requests and claims.
- Creating clear and concise meeting agendas.
- The art of writing accurate and professional meeting minutes.
- Guidelines for formal invitations and announcements.
- Proofreading strategies for critical documents.

## Unit Four Developing and Structuring Business Reports

- Differentiating between informational and analytical reports.
- Planning and outlining a professional report.
- Gathering and organizing data effectively.
- Writing powerful executive summaries.
- Presenting data visually using charts and graphs.
- Citing sources and avoiding plagiarism in business contexts.
- Techniques for writing clear recommendations and conclusions.

## Unit Five Advanced Writing and Digital Communication

- Principles of persuasive writing and rhetoric.
- Editing for clarity, conciseness, and impact.
- Advanced proofreading techniques for error-free writing.
- Adapting writing style for instant messaging and social media.
- Maintaining professionalism in all digital correspondence.
- Crafting a personal action plan for continuous improvement.
- Final review and application workshop.

# FAQ:

### Qualifications required for registering to this course?

There are no requirements.

### How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

## Something to think about:

In an era dominated by AI-powered writing assistants, what is the enduring value of human-led, empathetic business communication?

## What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing on the psychology behind effective communication, rather than merely reciting grammatical rules. We delve into audience analysis and the nuances of tone, teaching participants not just what to write, but how to write in a way that connects, persuades, and builds relationships. While other courses may focus on templates, we emphasize critical thinking and adaptability, empowering professionals to handle any writing task with confidence, from a sensitive client email to a complex analytical report. Our curriculum is built on real-world case studies and interactive workshops where participants actively draft, edit, and refine their own work with personalized feedback from expert instructors. The emphasis is on practical application and skill mastery, ensuring that the learning is not just theoretical but immediately transferable to the participant's daily professional life. This approach ensures a deeper, more sustainable improvement in writing competence, fostering communicators who are not just correct, but also compelling and effective.