



*On The Job Writing* aligned with Georgia Business Communication: Course No. 07.45100

**Examine and practice grammar, mechanics, and process of composing professional written business communications.**

**2.1 Correctly use parts of speech and components of sentence structure to compose business communication.**

Parts of Speech ✓

Components of Business Structure ✓

**2.2 Correctly apply mechanics when composing business communications.**

Punctuation ✓

Capitalization ✓

Number Expression ✓

**2.3 Apply the writing process for effective communications.**

Plan ✓

Compose ✓

Edit ✓

**2.4 Interpret the four basic activities in the pre-writing process.**

Purpose ✓

Audience ✓

Gathering Information ✓

Organizing Information ✓

**2.5 Establish a process for preparing business documents.**

Planning Stage ✓

Writing Stage ✓

Revising Stage ✓

Proofreading Stage ✓

**LESSON THEMES**

1. Anyone Can Write
2. Audience
3. Purpose
4. Tone
5. “You” Viewpoint
6. Clarity
7. Conciseness

8. Coherence
9. Correctness and Courtesy
10. Writing Strong Sentences
11. Writing Effective Paragraphs
12. Turning Paragraphs into Documents
13. Six-Step Writing Process
14. Conveying Information

15. Delivering Good and Neutral News
16. Delivering Bad News
17. Making Requests
18. Good Will Writing
19. Common Errors
20. Punctuation and Capitalization
21. Numbers and Speech Parts