



# GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

## CAREER & TECHNICAL TRAINING

### Business Writing

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**Training Location:** Generations Southeast Community Learning Center & Virtual options available

**Hours:** 3 Hours

**Cost:** \$200

#### Program Summary

This course provides an introduction to the basic principles of business writing. Participants will learn how to determine audience, purpose and message, as well as the key elements, functions, and types of business writing. Students will learn tips throughout that will help them convey information clearly and concisely for various documents including memos, trainings, reports, proposals, receipts, and contracts.

#### Topics Covered

- The purpose of business writing
- Identifying audience
- Establishing purpose
- Formulating your message
- Editing when necessary
- Types of business writing

**To register or for more information, contact:**  
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Generations Southeast Community Learning Center  
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[GenerationsSoutheast@tlingitandhaida.gov](mailto:GenerationsSoutheast@tlingitandhaida.gov)  
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*ALL courses offered  
at the Generations  
Southeast are open  
to the public!*