

Business Writing Skills

Module 1 Assignments

1. Save a dictionary and a thesaurus to your favourites
2. Download dictionary and thesaurus apps to your phone
3. Collect Words: use a small index book or a digital alternative and write down new and useful words (with their meanings) whenever you come across them
4. Complete any tasks not completed in session, assigned by your facilitator
5. Apply the techniques and considerations you have learned in today's session to all written communication that is required of you before the next session. Please provide feedback on this process to your facilitator.