

Course ID	P45226	Effective Business Writing		
Program	Police		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	8-03-2021
Location			Period From	4-01-2022
Course Type			Period To	4-01-2025
Training Type			File Number	
Attribute				
Attribute				
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Persons who complete this course will be awarded the following certification.

**Certificate
Status
For Period**

Course Description

This course is designed to enable the student to learn to improve knowledge and skills needed to write more effective business correspondence. Participants will review the importance of correct spelling, grammar and structure, and will be introduced to proper forms and styles for business memos and correspondence, including electronic mail. Topics to be covered include spelling, grammar, punctuation, and sentence structure; the three Cs (clear, concise, and correct) of business writing; business memos and correspondence, jargon and acronyms; and writing effective electronic mail messages.

Class Sessions

Course ID	C17844	Effective Business Writing		
Program	Corrections		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	8-03-2021
Location			Period From	4-01-2022
Course Type			Period To	4-01-2025
Training Type			File Number	
Attribute				
Attribute				
Attribute				
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Class Sessions