

Business Writing 101 Self-Test

If you answer NO to 1 or more of these questions, then The Training AdvantEdge has a workshop for you.		YES	NO
1.	Are you confident in your writing skills?		
2.	Do you follow the guidelines for writing business letters, memos, and reports?		
3.	Do you apply basic rules of grammar, spelling, and punctuation to your writing?		
4.	Do you proofread your work to make sure it is clear, concise, complete, and correct?		
5.	Are you familiar with current e-mail etiquette?		