

The Written Communications Additional Resources Guide

Using the Learning Program Self-Assessment for each All Employee Competency, you can determine various recommended courses to assist you in developing your employee proficiencies. To determine these recommended AEC courses, please utilize the various Learning Program Self-Assessments.

In addition to the recommended writing courses from the Written Communications Self-Assessment, the following list provides you with additional courses and books, which may also help on your journey to developing your writing skills.



Demonstrates Effective Written Communication Skills

Basic Grammar Courses

[Creating Well-Constructed Sentences](#)

Syntax is the grammatical term for arranging words to create logical phrases, clauses, and sentences. Well-constructed sentences express an idea by using the parts of speech in a logical and clear order. A misplaced modifier might get a chuckle out of the reader, but it doesn't help your reputation or that of your company. In this course, you'll review basic sentence construction, including how to develop sentences that are logical, clear, and powerful – the basis of any sound business document. The course examines the parts of a sentence – the subject and predicate, for example – and distinguishes between phrases and clauses. It shows the importance of subject-verb agreement, as well as agreement between pronouns and their antecedents. You'll also find out how to identify and fix some of the most common types of sentence errors. Target audience: Anyone who wants to refresh or refine their basic business grammar skills for any kind of business writing, from e-mail and memos to reports and presentations
TMS ID NFED 4501210 Skillssoft 0.6 hour

[Getting the Details Right: Spelling Basics](#)

Spelling errors are all too common. A wrong letter here, an extra letter there, and your reader loses

faith. Knowing the rules, as well as the exceptions, when it comes to details like spelling can help you write clearly without errors. This course explains how to spell words with prefixes and suffixes, and how to form the plural and possessive forms of words. It also covers general rules on how to spell correctly and presents tips to help you become a better speller. Target Audience: Anyone who wants to refresh or refine their basic business grammar skills for any kind of business writing, from e-mail and memos to reports and presentations Prerequisites None TMS ID NFED 4501207 Skillssoft 0.5 hour

[Troublesome Words and Phrases: Common Usage Mistakes in Writing](#)

The many nuances and conventions in the English language make it diverse and interesting but sometimes difficult too. It's a good idea to familiarize yourself with some of the most common errors of usage. This course describes how to use commonly confused words correctly, including word pairs that sound alike and those that have related meanings. It also covers verbs that are often misused – for example, affect and effect or apprise and appraise. In addition, the course reviews some idiomatic combinations of verbs and prepositions that can be confusing. Target Audience: Anyone who wants to refresh or refine their basic business grammar skills for any kind of business writing, from e-mail and memos to reports and presentations Prerequisites None TMS ID NFED 4501211 Skillssoft 0.5 hour

[Using Punctuation Marks](#)

Punctuation is the collection of marks used to separate sentences and their parts. Appropriate punctuation will make your meaning clear and less likely to be misinterpreted. This course covers the standard rules and guidelines for using punctuation marks, including the correct use of periods, question marks, and exclamation points. It also covers how to correctly use commas, one of the most common punctuation marks. The course includes rules for using different connecting and separating marks, such as colons, semicolons, dashes, and hyphens. In addition, it shows how to properly use apostrophes, parentheses, brackets, and quotation marks. Target Audience: Anyone who wants to refresh or refine their basic business grammar skills for any kind of business writing, from e-mail and memos to reports and presentations Prerequisites None TMS ID NFED 4501209 Skillssoft 0.5 hour

[Using the Parts of Speech](#)

The parts of speech are the building blocks of sentences, so learning about them can help you skillfully combine words into meaningful sentences. This course describes the eight parts of speech and shows how to use them effectively and correctly. Target Audience: Anyone who wants to refresh or refine their basic business grammar skills for any kind of business writing, from e-mail and memos to reports and presentations Prerequisites None TMS ID NFED 4501206 Skillssoft 0.5 hour

[Foundational, Intermediate, and Advanced Writing Courses](#)

[Clarity and Conciseness in Business Writing](#)

Being clear and concise in business documents and messages isn't always easy. But it's essential in the workplace if you want what you write to be read. In this course, you'll explore techniques you can use to make your writing more clear. Specifically, you'll learn about the importance of using short and familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases.

You'll also explore tips for being more concise in your writing and best practices for organizing content
TMS ID NFED 4501381 Skillssoft 0.5 hour

[Writing Skills for Public Relations](#)

Writing is an essential skill and responsibility for all public relations professionals. Good writing is often time consuming and doesn't always come easy. In this course you'll learn how to develop your key message, create and distribute attention-grabbing press and social media releases, and manage an engaging social media campaign. Target Audience: Individuals who are new to Public Relations or anyone wishing to refresh their Public Relations skills
TMS ID NFED 4501514 Skillssoft .4 hour

TMS Books on Written Communication

TMS Skillssoft Books Deep Link=

https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ONLINE_CONTENT_STRUCTURE&componentID=30086&componentTypeID=NFED&revisionDate=1099321320000

10 Steps To Successful Business Writing By: Jack E. Appleman Publisher: Association for Talent Development © 2008 Book

Business Writing for Dummies, 2nd Edition Publisher: John Wiley & Sons © 2017

Effective Email: Concise, Clear Writing to Advance Your Business Needs (2014 Edition) By: Natasha Terk Publisher: Write It Well © 2014

Get a Grip on Your Grammar: 250 Writing and Editing Reminders for the Curious or Confused By: Kris Spisak Publisher: Career Press © 2017

How to Sharpen your Business Writing Skills, Second Edition By: Nan Levinson Publisher: AMACOM © 2000

How to Write Effective Business English: Excel at E-Mail, Social Media and All Your Professional Communications By: Fiona Talbot Publisher: Kogan Page © 2016

How Writing Works: A Field Guide to Effective Writing By: Roslyn Petelin Publisher: Allen & Unwin © 2016

Outstanding Business English By: Fiona Talbot Publisher: LID Publishing © 2016

Professional Writing Skills: A Self-Paced Training Program By: Janis Fisher Chan, Diane Lutovich Publisher: Write It Well © 2003

Professional Writing Skills: Five Simple Steps to Write Anything to Anyone By: Natasha Terk Publisher: Write It Well © 2014

Seven 7 Steps to Better Written Policies and Procedures: Exercises and Suggestions to Improve Your Writing Skills for Policies and Procedures By: Stephen Page Publisher: Stephen Page © 2002

The AMA Handbook of Business Writing NFED 4180286

The Essence of Technical Communications for Engineers: Writing, Presentation, and Meeting Skills By: Herbert L. Hirsch Publisher: IEEE Press © 2000

The Writing Skills Pocketbook By: Stella Collins, Beth Curl Publisher: Management Pocketbooks © 2012

Write Better Right Now: The Reluctant Writer's Guide to Confident Communication and Self-Assured Style By: Mary-Kate Mackey Publisher: Career Press © 2017 Book/AUDIO BOOK 9781531868093

Writing for the Workplace: Business Communication for Professionals By Janet Mizrahi Publisher Business Expert Press

Writing Skills for Business By: Tony Alessandra, Phil Hunsaker Publisher: Tony Alessandra © 2005

Zen and the Art of Business Communication: A Step-by-Step Guide to Improving Your Business Writing Skills By: Susan L. Luck Publisher: Business Expert Press © 2016