

BUSINESS WRITING

SKILLS | APPLICATION | PRACTICE

STEPHAN STEWART | BA, MA

**PROFESSOR, AUTHOR, LEARNING CONSULTANT
QUIRES INC.**



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COURSE OUTLINE

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STEPHAN STEWART

PLANNING

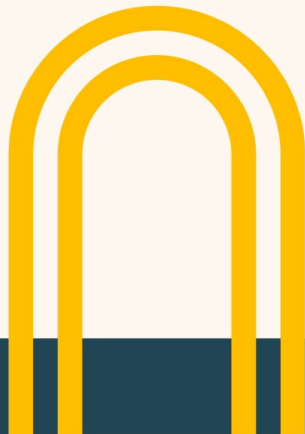
- DETERMINE PURPOSE
- ANALYZE READERS
- GATHER INFORMATION
- COMPLETE AN OUTLINE

DRAFTING

- THE ABC FORMAT
- INTERNAL COMMUNICATION
- INFORMAL REPORTS
- FORMAL REPORTS

REVISING

- ADJUST CONTENT
- EDIT FOR STYLE
- EDIT FOR GRAMMAR
- EDIT FOR MECHANICS



INSTRUCTOR



PROFESSOR

Successfully taught Effective Business Writing, Report Business Writing and Effective Technical Writing to Accounting and Computer Science Students, Engineers, and Technologists at Seneca College and for clients with Request for Proposal documentation needs.

Conducted technical writing courses / workshops with relevant engineering content for:

- KGS Group
- Worley Parsons



AUTHOR

Wrote book - audio and eBook: *Your Thoughts are Powerful*, to support YouTube video that is being used in two Canadian colleges – Centennial and Seneca - and Rochester University in the United States of America.



LEARNING CONSULTANT

Develop, deliver, and revamp programs to align corporate strategies. Successfully managed end-to-end design and development for learning performance solutions that includes content that supports business and leadership capabilities.

PRICING



THREE-MONTHS PROGRAM: \$4,407.20

- Teaching Session (Up to 10 Participants)
- 12 Weekly (2 Hrs.)
- Customized Handouts
- Writing Exercises

ONE-MONTH PROGRAM: \$3,819.40

- Teaching Session (Up to 10 Participants)
- 8 Weekly (2 Hrs.) - Twice a week
- Customized Handouts
- Writing Exercises

ONE-WEEK PROGRAM: \$3,378.70

- Teaching Session (Up to 10 Participants)
- 5 Weekly (2 Hrs.) - Daily
- Customized Handouts
- Writing Exercises

ONE-DAY PROGRAM: \$3,231.80

- Teaching Session (Up to 10 Participants)
- 1 Eight Hrs. session
- Customized Handouts
- Writing Exercises