

Business Writing for Accountants (BWA)

Course Overview

No matter how good you are with numbers, you must prove the value of your work with words. Using examples and exercises from the accounting profession, we'll discuss how to plan, organize, format, write and revise written communications that are clear, efficient and effective.

Objectives

- Determine how to organize communications so readers respond positively.
- Recognize how to write clear, straightforward sentences, no matter how difficult the material.
- Determine how to format easy-to-read documents.
- Identify keys to successful editing and secrets of effective proofreading.

Major Topics

- Overcoming anxiety about writing
- The Three Ps: Purpose, Person, Point
- Principles of good writing, organization, formatting
- Finding the essential sentence/ideal sentence length
- Editing and proofreading

Field of Interest Code: Communications

CPE Hours: 8.00

Level: Overview

Designed for:

CPAs, candidates and others who need to communicate clearly.

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