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WRITING IN PLAIN ENGLISH

Eleven simple rules can dramatically improve your written communication skills. Learn to write in a clear, straightforward manner, identify mistakes, and find the right tone for business communication.

Duration 1hr 51min

<https://www.lynda.com/Business-Skills-tutorials/Writing-Plain-English/373555-2.html>

Why does grammar matter? Research shows that the use of correct grammar ensures a clearer message, increases understanding of the message's intent, and inspires others' confidence in your ideas.

Duration 2hr 11min

<https://www.lynda.com/Business-Business-Skills-tutorials/Grammar-Fundamentals/158318-2.html>

GRAMMAR FUNDAMENTALS

WRITING SKILLS

WRITING A RESUME

A well-crafted resume is essential to professional growth. This course enables you to choose the right resume format, tailor the information to match job requirements, and deal with some common gaps while concentrating on your strengths.

Duration 2hr 39min

<https://www.lynda.com/Business-Skills-tutorials/Writing-Resume/429634-2.html>

Discover the strategic secrets to writing powerful, concise emails that deliver your message with maximum readability and impact. Craft compelling opening and subject lines, know when to email the right people at the right time, and employ common etiquette practices.

Duration 1hr 13min

<https://www.lynda.com/Business-Skills-tutorials/Writing-Email/151813-2.html>

WRITING EMAIL

WRITING FOR THE WEB

The quick-scan habits of online readers necessitate a specific approach to content creation. Acquire seven practical techniques for writing successfully on the web, including front-loading content, writing at the right level, creating signposts, and keeping content up to date.

Duration 1hr 25min

<http://www.lynda.com/Web-Content-Strategy-tutorials/Writing-Web/180104-2.html>