

Writing Bank Correspondence

Writing Bank Correspondence provides students with the knowledge and skills necessary to effectively communicate in writing with peers and managers within their bank, and with their clients. Students will learn how to use a written document as a tool for achieving a specific goal through a four-step process: planning, drafting, revising, and polishing.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0.5 ; ICB: 0
Prerequisites	None
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Anyone who writes business correspondence such as letters to customers, memos, faxes, or e-mail messages.

Learning Objectives

After completing this course, students will be able to:

- Plan for a written document
- Draft a document that achieves a planned objective
- Revise a document to maximize clarity and conciseness
- Choose a format that is appropriate to the content and to the audience