

INSTRUCTIONAL SOLUTIONS **INDIVIDUAL** **ONLINE COURSE** **EVALUATIONS**

**Read the actual evaluations from participants in
our Effective Business Writing Techniques Course.**

Find out more about our courses:

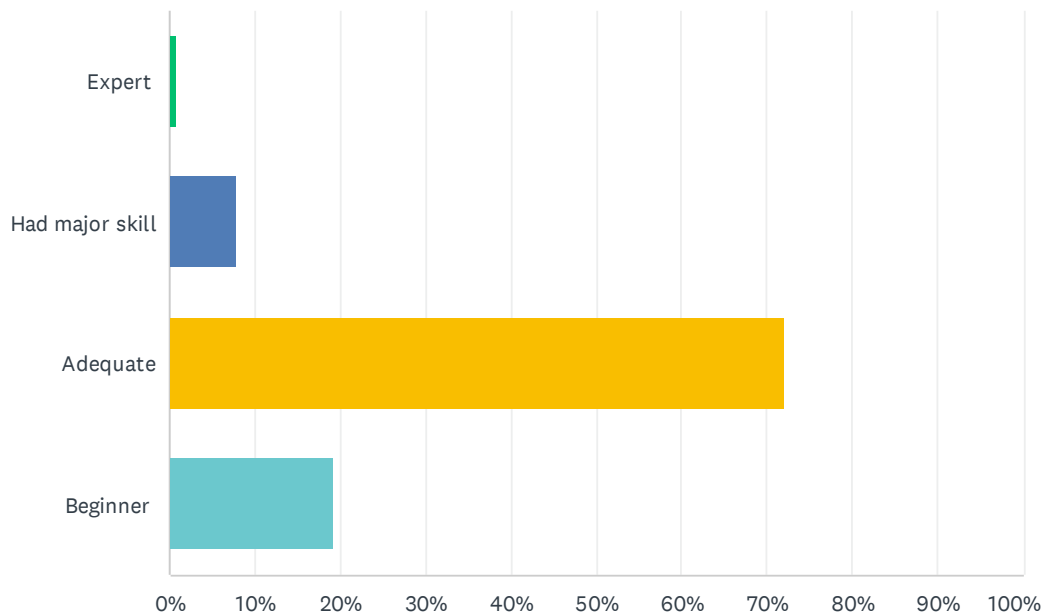
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Please rank your understanding of Business Writing Techniques PRIOR to participating in this training:

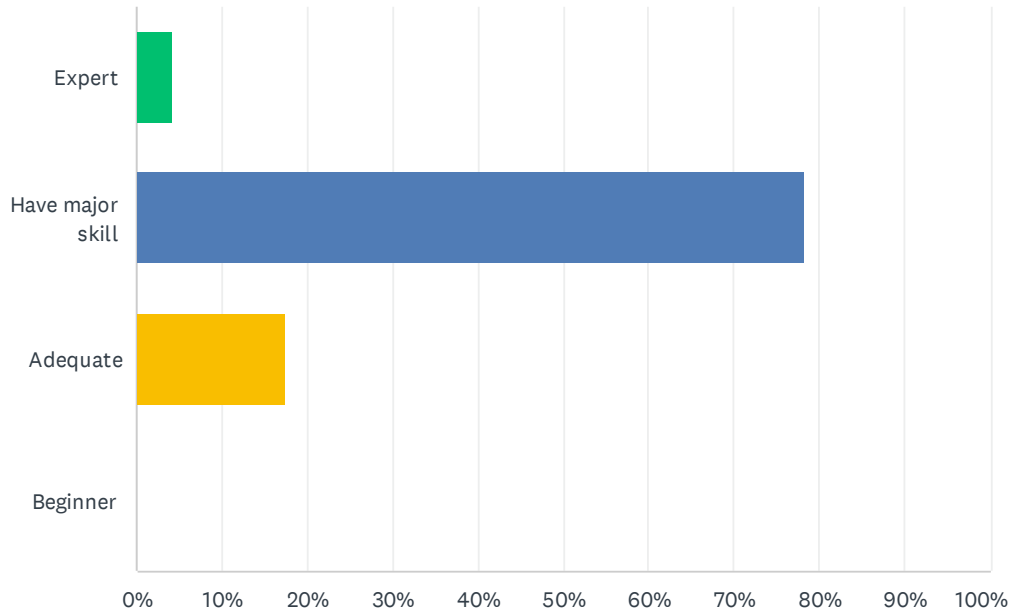
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Expert	0.87%	1
Had major skill	7.83%	9
Adequate	72.17%	83
Beginner	19.13%	22
TOTAL		115

Please rank your understanding of Business Writing Techniques AFTER participating in this training:

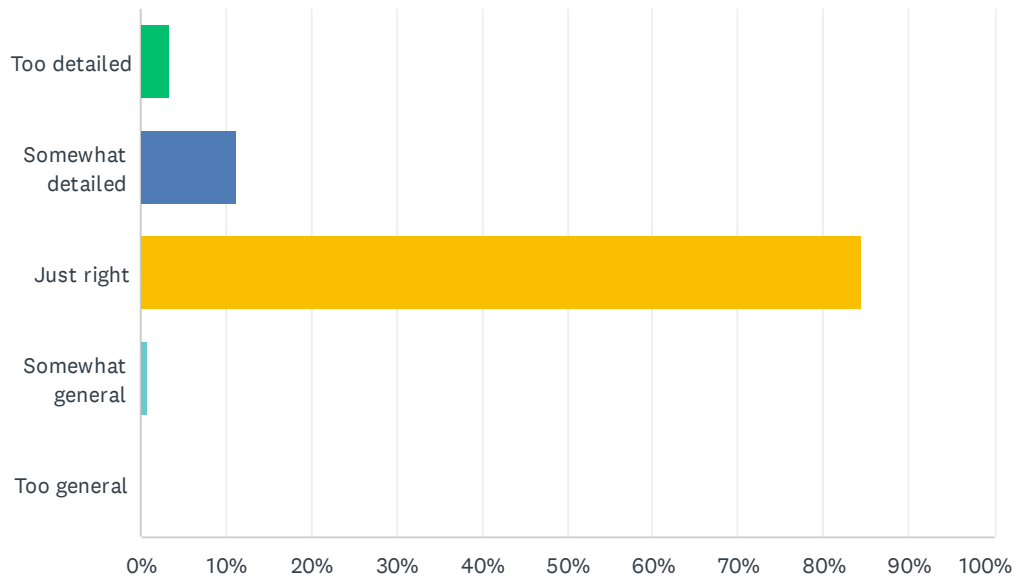
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ANSWER CHOICES	RESPONSES	
Expert	4.35%	5
Have major skill	78.26%	90
Adequate	17.39%	20
Beginner	0.00%	0
TOTAL		115

The content material for this training was:

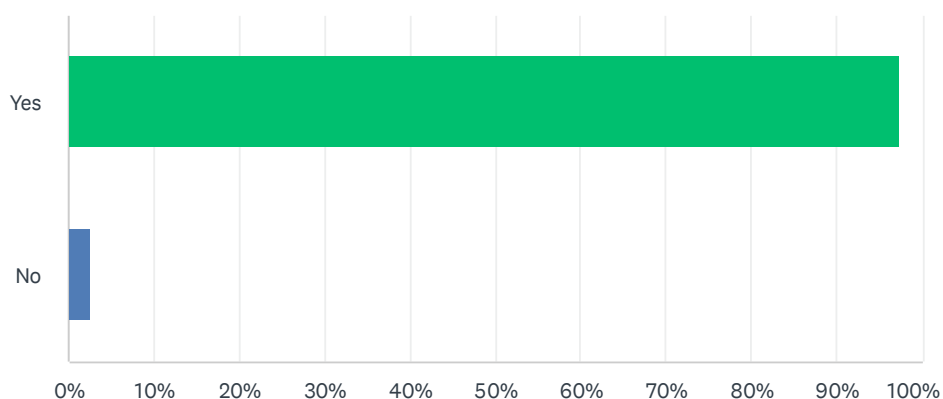
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ANSWER CHOICES	RESPONSES	
Too detailed	3.48%	4
Somewhat detailed	11.30%	13
Just right	84.35%	97
Somewhat general	0.87%	1
Too general	0.00%	0
TOTAL		115

Were the materials clear?

Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	97.39%	112
No	2.61%	3
TOTAL		115

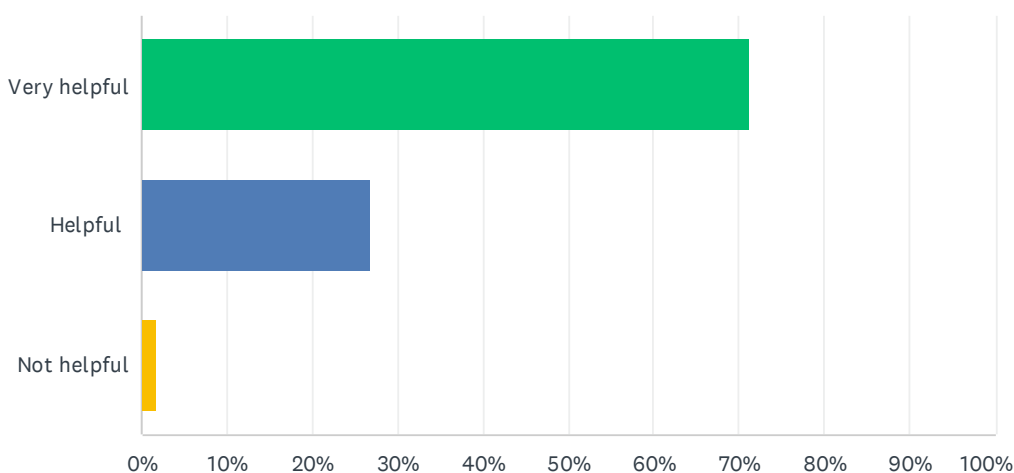
#	COMMENT	
1	This course far exceeded my expectations.	
2	The material was easy to connect with and understand	
3	Very concise, and comprehensive	
4	The use of videos and practical examples were very helpful.	
5	Each session was easily completed in less than an hour.	
6	The font size in most web pages is too small. I used Google Chrome and Microsoft Edge, and in both cases I couldn't magnify windows without hiding sentences. It's a matter of website design. Another recommendation about where to place references to meetings in business letters did not match the observations on my letter assignment. A bit confusing.	
7	I would only say that in some areas, the graphics or images you showed were very small and I was unable to enlarge the text.	
8	Very clear, simple and useful	
9	The training material was clear and easy to navigate through it.	
10	Generating content	
11	The materials for this program, Effective Business Writing Techniques has been an answer to improve my writing skills tremendously. Particularly, emphasis on drafting memos in using the six steps in beginning a draft and then to be organized with purpose, content, etc., I am happier that have grown to be a more experienced writer. I hope it shows by the results I have gained.	
12	I enjoyed all the materials and links.	
13	Very concise and easy to follow.	

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14	They were concise and easy to follow. This made it clear for me to understand what I was writing and plan for it.	
15	I thoroughly enjoyed the course. Frankly, I wish there was a maintenance program / class so I can maintain my new habits.	
16	The materials were clear, and I have observed significant changes in my professional writing skill.	
17	The first online training website in English that I am willing to complete.	
18	I enjoyed the multiple ways of examples for each topic covered. I feel like that helped me, with understanding the topics and information that was being covered.	
19	I enjoyed the class and learned several techniques that I can use every day.	
20	The material was easy to understand and follow. I will be recommending this online course to my co-workers. It was a very good learning experience.	
21	They were sufficient.	
22	The training was on point, i will recommend it for our staff.	
23	The examples too were really helpful in finding precisely how to communicate with my reader	
24	More examples are best, I learn my example, not theory	
25	The course was well outlined and easy to navigate.	
26	I love all the resources that were made available to us.	
27	I would suggest having all of the materials available for download by PDF instead of links to a blog. The links take the learner away from the lesson. This suggestion includes templates, salutation, and other information. The PDF downloads were more simple and did not distract me.	
28	Certain components of the web-site were confusing or difficult to follow from one step to the next. Should all links be viewed or were they provided for purchasing additional tools.	
29	Materials, resources and training exercises will be very useful to me moving forward in my current position and have given me a new skill set that I would not have had otherwise. I am very happy with this course and new knowledge, specifically the Freemind application and organizational techniques.	
30	The information presented was very clear and easy to absorb.	

Please rank comments and clarifications from your instructor:

Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very helpful	71.30%	82
Helpful	26.96%	31
Not helpful	1.74%	2
TOTAL		115

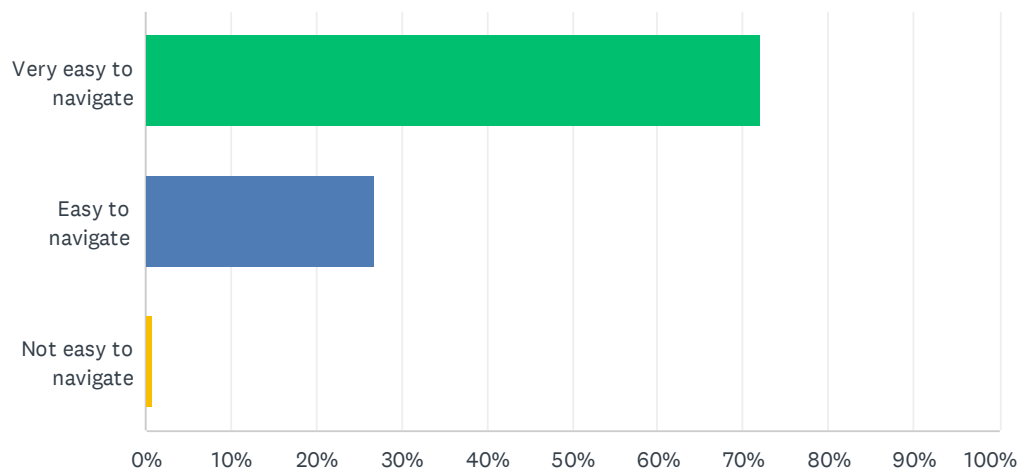
#	COMMENT	
1	Extremely helpful.	
2	I was pleasantly surprised to get so much feedback - there were things that I can definitely use!	
3	I felt like effort in the feedback matched or exceeded the effort I put in the assignments	
4	Feedback made me know error areas to work on and avoid.	
5	Helped me understand exactly where I struggled, and how to adjust my writing to make it more business friendly	
6	I apologize that due to the busy schedule at work, I was unable to prioritize this training. I didn't realize the need to have paper submissions would require planning. I would like to assume that the instructor's feedback would be very helpful in my path to hone my writing skills. Thank you for your kind consideration.	
7	I found the feedback from the instructor to be very helpful.	
8	Excellent feedback	
9	Haley was professional, and to the point on the feedback.	
10	Instructor's comments and clarification on my business letter made it very clear on how to improve communication upon my request for IT equipment that I had ordered, while giving corrections on each sentence to ensure that my request was understood to receive within the timeframe I requested.	
11	I probably didn't utilize my instructors skills and should have made a better effort but had to	

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	kind of squeeze the course into my schedule.	
12	Grace's comments were to the point and spot on. She gave me precise criticism. This gave me perspective and knowledge I needed in better writing.	
13	Fast turn around on review and clear edits.	
14	Comments on assignment came in on time and with enough information to help on the next assignment.	
15	Grace was excellent. Her feedback was invaluable.	
16	Grace Cuddy was a fantastic instructor. I was amazed that she compared my progress among different assignments.	
17	I marked helpful but I haven't received input yet on the materials I submitted.	
18	Grace Cuddy helped out greatly with pointing out my mistakes from my writing assignments. I like how she gave me an example of what to use for my grammar, and how I could make an certain sentence better by placing this word instead of another word.	
19	Very helpful	
20	The comments were very constructive, and I learned form them.	
21	Very detailed critiques.	
22	I was skeptical that two writing exercises would provide the feedback necessary. However, the feedback for the assignments was very detailed. By picking apart each assignment I got the most out of it and it was done in a way that was helpful and didn't feel nit-picky.	
23	Grace was very helpful. She explained in detail what I needed to work on and also gave good recommendations for grammar tools.	
24	They Opened my eyes to make the necessary corrections.	
25	I thank my instructor, Grace Cuddy. This has been a journey worth taking.	
26	I haven't received the second grade yet, but I believe the first set of comments helped make the second assignment easier to complete and more concise.	
27	I was not sure what to expect for my first written assignment, but the feedback given helped make my second assignment much easier for me to write. Providing feedback to the students can be time-consuming and costly, but I would prefer more written assignments as part of the course.	
28	Thank you Katie! You've been both encouraging and have given me valuable constructive criticism.	
29	The instructor's feedback was timely and helpful! My instructor pointed out a few things that I commonly miss (that I'm catching as I review my other writings).	

Please rank technology:

Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very easy to navigate	72.17%	83
Easy to navigate	26.96%	31
Not easy to navigate	0.87%	1
TOTAL		115

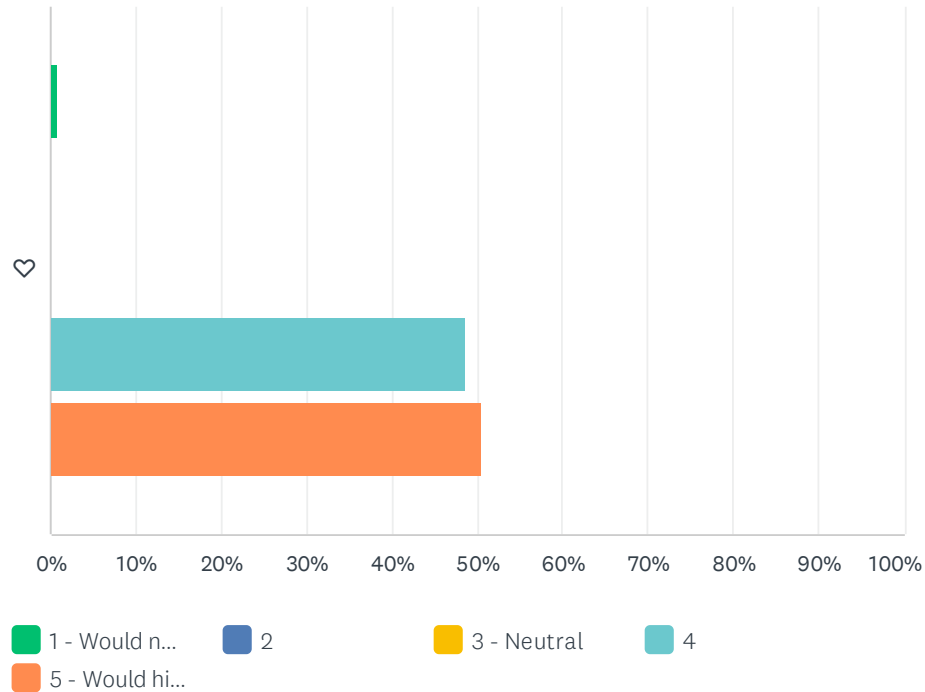
#	COMMENT	
1	I was able to navigate the course easily on iPad	
2	The technology was pretty easy to navigate, but I would recommend re-recording some of the videos. The audio was full of background noise or static that made the video unpleasant to listen to.	
3	A great structure as it is easy to navigate; a more friendly presentation to the eyes will help.	
4	The technology was very easy to navigate, and I would highly recommend this course to all my co-workers.	
5	I had issues with certain videos displaying. I used Chrome for the course.	
6	This course was the best in terms of navigation. Only recommendation I want to give; have a left off prompt to when logging back in.	
7	The embedded videos should be higher quality. Not fully professional.	
8	The site is clunky but manageable.	
9	I did not like the menu tree, having next buttons would help.	
10	Navigation was very easy.	
11	It was perfect,	
12	Am impressed by the stable network and the swift navigation.	
13	knowing where I am % complete status would be nice or wasn't clear	

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14	* Allow participants to progress through exercises without using the menu. * The checklist did not always capture that I had completed an activity.	
15	The first quiz was difficult to navigate. The second question regarding content generation techniques was not very clear.	
16	Only problem I had was printing out and saving the power points. Wanted to save them for future references and they had good notes And facts.	

Please rank how likely you are to recommend this course to a colleague:

Answered: 115 Skipped: 0



	1 - WOULD NOT RECOMMEND	2	3 - NEUTRAL	4	5 - WOULD HIGHLY RECOMMEND	TOTAL	WEIGHTED AVERAGE
♡	0.87% 1	0.00% 0	0.00% 0	48.70% 56	50.43% 58	115	4.48

How will you apply what you learn?

Answered: 115 Skipped: 0

#	RESPONSES	
1	All areas of the course apply in my current position. I will definitely be referring back to the material	
2	I have just turned on the Microsoft Word Document Editor - how did I not know about this? I will also use the Hemingway Editor. And I downloaded FreeMind and am diagramming content for a letter of intent and a grant proposal.	
3	I am confident that my report and email writing will be more clear to outside clients and internal staff.	
4	Mainly for daily recaps, however the course has given me confidence to make other emails to save time for my staff.	
5	I will utilize this training throughout my future works.	
6	I will be more mindful and thoughtful in my emails	
7	To all business writing from emails too legal risk papers.	
8	daily	
9	How to effectively organize my thoughts and articulate my message, even if it's bad news.	
10	I have printed materials am going to be referring to in my writings.	
11	I will use the email techniques. As well as how to give bad news in my everyday life as a sales man.	
12	I've already started using mind mapping for major presentations. Email responses will become more clear and concise.	
13	The lessons learned from this course are very practical and helpful in my day-to-day writing requirements. This is indeed a timely training knowing that telework environment now would require more written communication to both internal and external clients.	
14	I will try to apply in my daily tasks	
15	I now have the tools and the understanding to practice, this will constitute a forward movement as work in progress continues.	
16	Mostly daily emails and requests to mgt.	
17	Definitely	
18	Will practice my writing per the instruction and apply useful tips such as reader-focused writing to my document.	
19	My main focus for doing the course was to learn how to be concise and direct in my email correspondence to customers. All the information I needed to be able to do this was in the course.	
20	I will apply what I have learned in my daily work load to colleagues and others outside of my organization.	
21	I have already put many of the concepts into use. Specifically, the BLOT, focusing on audience, installing Grammarly, and striving for short, powerful verb usage.	
22	I use these new skills every day.	
23	I will be a better proof reader.	
24	My toolbox for business is superior compare to when I started the training.	

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25	There are many things in this training I will implement immediately, resources like the 6 steps, the proof reading checklist as well as the grammar tools. The most important thing I will take away and use is that I need to dedicate more time to the planning of my writing than the drafting of it.	
26	I will use my new skills at work and when writing to friends.	
27	I will apply what I have learned through my daily e-mails and client deliverables.	
28	In my work, I will be able to write better letters	
29	Got some basic skills that are helpful. Will spend more time planning and focusing on the audience.	
30	I will take into account these lessons to every business communication I write: Reports, emails, presentations, etc.	
31	I will do weekly exercises of reviewing 3-4 of my emails with a critical lens and overtime I know I will get better. This course gave the proper tools to succeed.	
32	I'll refer to the 6 stages of writing business correspondence often. I liked some of the one line maxims: don't write and edit at the same time.	
33	In my daily work, as writing is one of the most important things I do every day	
34	I consider my audience whenever I send an email.	
35	Mostly email communications.	
36	I will apply what I learn to the e-mails that I write for my job.	
37	I will apply this to all of my managing duties at me company from my emails to my project plan proposals.	
38	I will apply all information learned in my business and personal daily communications.	
39	Sending emails and letters	
40	I will apply all that I have learned in all aspects of my writing at work, college, and personally.	
41	I will complete the email exercise; use suggested online tools, and use the 6 step process.	
42	Use the short, helpful suggestions given in the course.	
43	working on the company's strategic plan	
44	I am learning every day. Taking my time, writing, and then coming back to correct.	
45	Produce organized project plans and design documents.	
46	Simple techniques to keep in mind as I build my business writing skills.	
47	via email for professional use	
48	I will use the mapping skill when I write emails.	
49	I'll will access many of the resources you provided on a daily basis.	
50	I'm catching myself writing bloated sentences all the time now! I'm also expressing myself clearer by thinking about my audience first. Very helpful material!	
51	Directly apply tips to emails!	
52	Proofread!!!!	
53	To satisfy boss, produce clear succinct emails, reports.	
54	The skills I've learned in this course will help me write more effectively and efficiently.	
55	I will and have already used the Treeplan for my school work and I have received better grades in the past modules at school.	
56	I will be more direct in my emails. Consider tone and grammar.	

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57	I will apply my new skills to all of my business writing - emails, proposals, executive summaries, etc.	
58	I will use these new skills in all future communications.	
59	I will complete the self pace homework over the course of the next few weeks and apply some of the principles learned to my writing as frequently as I can to improve skillset.	
60	daily emails	
61	I will immediately apply what I learned to write a report.	
62	I will apply what I learned to my Job. Mostly my emails, which I have to use 90% of time to communicate externally and internally. I will also apply to my life.	
63	Sending frequent email to contractors, colleagues and managers. Development of work standards.	
64	I will apply to my everyday writing.	
65	The information is applicable to all day to day written communication.	
66	I'll use the clarity in business writing guide daily until I feel comfortable that I'm using the concepts.	
67	I write emails and letters to correspond with partners, so this course has been helpful in having the tools to send a more efficient written document.	
68	I will apply what I have learned to emails and reports every day.	
69	I will save the links provided so I can use every day to change my bad habits	
70	All aspects of this training I will use in all my future correspondents.	
71	My first step will be reviewing old emails.	
72	These tools will be used in my everyday job. Writing emails and reports are apart of my everyday responsibilities so the things I've learned will be used every day.	
73	I will apply what I've learned in my daily emails and my weekly, monthly, and quarterly reports.	
74	through the memos and emails I write	
75	I will incorporate what I have learned in my business writing correspondences.	
76	Everyday business writing for email, proposal writing, etc.	
77	I will apply my acquired effective writing skill as listed below; 1) Writing reports for the Team and management. 2) Emailing staff and management about the accomplished tasks. 3) Power points for strategy retreats.	
78	In my every day business writing.	
79	Succinctly write using the reader perspective.	
80	It will be easier to put content and format together from beginning of writing document.	
81	In daily report, letter, and email writing activities.	
82	in reports and email	
83	I will use it everyday in both my business and personal emails and letters	
84	Use daily to help me with work.	
85	I will download some of the recommended tools to assist with my writing.	
86	Reduce words, get to the point first, review, refine and keep the audience in mind	
87	I will use these techniques everyday in email, and on an occasional report writing basis.	
88	Primarily to email.	
89	Through email communication to staff and clients.	

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90	On the job every day
91	Review course materials, practice and implement techniques.
92	Review each correspondence to ensure it matches what I have learned and try the email review exercises.
93	I will use what I learned in my day to day writings.
94	I will review my team's communication guidelines and update them to enforce better writing practices. I will begin to use more care when generating reports and emails and attempt to follow the writing process more closely.
95	I will apply everything that I have learned into my every working days.
96	Daily in my emails and reports
97	I can apply this to every day email communication with others. I can get right to the point and not beat around the bush.
98	I can apply in my everyday writing of emails, letters and legal documents
99	I have already begun applying the lessons to the letters I write.
100	I will use this everyday.
101	Hemingway app
102	I will take more time during the editing process. I will eliminate bloated sentences..
103	I will apply it to writing emails and business letters.
104	Grammarly and Hemingway are great tools, and I will use them. I smother my verbs and will keep an eye on changing that behavior. I will also pay more attention to planning my documents. I did not connect the left brain/right brain divide.
105	I will specifically apply the content generation to assist in preparing better articles, reports and emails.
106	I have tools I can use to better plan the documents I write
107	Will use in my day to day business writing
108	Plan before writing.
109	This has changed my approach to writing, I will be more deliberate in my overall approach and execution.
110	I have the pdfs at my desk, I have downloaded the suggested software and I plan to incorporate these tools into my daily work
111	Will help me better with emailing other workers and customers.
112	I'm the scientific director of a startup and will write many emails and technical documents.
113	Better thought organization (concept mapping is amazing!) with e-mail and verbal conversation.
114	I will now look for the errors that I commonly make and ensure that I'm catching them. I will also work from an outline to help me reduce the amount of time it takes me to write. I will save the editing for the editing step and will always make sure my documents are written to the proper audience (1st step).
115	I have already applied the skills I have learned in my every day work life, as well as my personal life. I will continue to practice in order to become more efficient in the new process I have learned.

What were the major benefits of participating in this course?

Answered: 115 Skipped: 0

#	RESPONSES	
1	I now better understand the importance of the six-step process. This really helped me to slow down and categorize my information.	
2	Learning about all of the tools - I will use them! Getting lessons on specific writing techniques - great to have these in small bites that can be taken in, which will help me retain and use them better.	
3	Tools in passive/active writing. Executive summary discussion.	
4	The personalized feedback and great resources/cheat sheets	
5	It meets my writing requirements.	
6	Clear and concise communication	
7	Understanding the principles which underpin effective business writing.	
8	organization	
9	How to organize my thoughts prior, during and after brainstorming/free writing	
10	I now know the differences between Memo and business letters and their formats. How to avoid smothered verbs and passive verbs in business writing.	
11	How to structure my writing better and more fluent to get what I am trying to say across in a detailed but organized manner.	
12	I needed a good polish and refresh. Plus this course provided me with new tools and references that can help me further.	
13	This course is a major tool to reinvigorate the motivation to improve my business writing skills, and apply the practical techniques to the growing requirements for valuable market intelligence and counseling to a diverse business clientele.	
14	I learn lots of writing skills	
15	The realization of where I actually am deficient in writing.	
16	Brought to my attention that I am overly verbose and need to clean up my writing.	
17	Time management and structuring of the report/email	
18	New useful tips to write emails, reports, and memos.	
19	Learning how to structure what you need to say. I liked the use of Freemind in helping to determine the audience and what needs to be said.	
20	I was able to go at my own pace, there was valuable feedback and there were several modes of learning.	
21	Reducing the time that it takes me to write effective communications.	
22	Learning the outline process.	
23	Tips and skills for better writing	
24	I was able to accomplish the training at my pace and at home. There were many styles or tools to choose from so that I could tailor my toolbox to how I write.	
25	The most important benefits for me were the 6 steps as well as the clarity and executive tone sections. I found them to be the most impactful to my everyday writing.	

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26	The course was flexible and allowed me to complete assignments at my own pace.	
27	Information regarding writing tools and techniques that will assist in developing more precise documents (i.e. whitepapers).	
28	Feeling more confident writing	
29	Learning some basics.	
30	The feedback on my letter assignment is very helpful. It identifies issues that I need to work on, such as clarity and reducing verbosity.	
31	I gained knowledge on proper techniques and now understand how to use them. As a result, I will get better at communicating my ideas in writing.	
32	I gained a greater understanding of processes, and how they differ from execution.	
33	Learned new techniques and improved my writing skills	
34	I like the checklist. The handouts will be very useful.	
35	Clarity	
36	Although the information was confusing for me since it didn't directly target the population I correspond with, I feel I learned some tools that I will attempt to use.	
37	The huge benefit for me was that this was completely online.	
38	Confidence built while writing.	
39	Being able to have a plan when writing. Also having a more professional approach when writing or responding to emails.	
40	To be an organized writer, and how not to smother verbs.	
41	I have tools ot tighten all written documents.	
42	not sure yet?	
43	helping with clarity of writing	
44	White space, jargon, and over writing were very clear on what I was doing incorrectly.	
45	Resource materials and online resources provided.	
46	The two writing assignments.	
47	the personal interaction with the course instructor	
48	To assistance with my writing skills.	
49	Taking this course helped me to focus on the words used in my communications and how I was applying them.	
50	Improved my writing which improves my relationship with my coworkers.	
51	Actionable steps to improve my writing and exercises with feedback	
52	Gaining confidence.	
53	Required.	
54	The main benefit I've taken away from this course is efficiency. I am now able to write emails and memos with speed and effectiveness.	
55	1. Getting to know the stages at which i should plan a write-up. 2. Receiving tools that will help to write clear and crisp essays for business purposes	
56	My emails will be more structured and professional	
57	This course offered an outstanding refresher in grammar, clarity, and executive tone.	
58	Learning that "less is more." I realized that simplistic words and sentences are more powerful.	
59	Tools that are available to help support me in my goal and understanding of why it is important	

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to include specifics and cut down on filler words.

60	My business emails look much more professional and I found my way and resources to improve the writing skills.	
61	The handouts and feedback from instructors.	
62	The major benefits was to progress in my learning skills, professionally writing.	
63	Provided a system for me to develop words into writings.	
64	The process for good business writing.	
65	I learned to write more concisely.	
66	Preparing to write, know your audience	
67	A lot of what was taught was simple concepts that make so much sense after it was reviewed. I had a lot of "oh wow, that sounds so much better" moments and thinking how simple it was and why I was not previously doing that. Learning about the email structure was the most beneficial, as I send quite a few emails a day. I also really enjoyed being able to write a letter and email, and having someone critique it.	
68	I had to fulfill a goal this year assigned by my manager which was to take a business writing course. He said that I write too technical. This course has been a great experience. It will help me with my day to day writing.	
69	suggestions on proper writing and which apps to use to help in correcting your writing skills	
70	A large number of tools are now at my disposal.	
71	There were many but I really liked the sections on clarity and executive tone. These were theory heavy topics that I wouldn't have figured out on my own.	
72	Learning email structure (using headings and bullets) and the best ways for me to brainstorm.	
73	The biggest benefit was how to best organize my writing. This is where I often get stuck.	
74	i have how to write business emails and reports.	
75	I have acquired business writing skills. Improved my knowledge of business writing. .	
76	Learning a process for business writing	
77	Email etiquette. Formal report formats. Communicating bad and good news.	
78	Great refresher	
79	Taught me to value effective and efficient writing and communication.	
80	Reminder of more efficient ways to write documents.	
81	Grammar improvement.	
82	learning different writing styles, how to recognize and communicate with my reader, using active language, and keeping it concise and to the point expressing our character and remaining professional	
83	My writing skills have improved through understanding how format emails and letters and how to use verbs more effectively.	
84	Help understand the do and don't of busy written.	
85	I really appreciate the recommended tools.	
86	The basics, get to the point, but tone are critical. Remove redundant words.	
87	The wealth of resources and links to apps and blogs to help my writing.	
88	Improved clarity and readability.	
89	Understanding how to write clear and concise emails.	
90	Learning about tone and structure	

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91	If I make simple changes to my style, my communication can be clearer and powerful.	
92	Simplifying my writing for my audience needs.	
93	My biggest takeaway is unsmothering verbs. I have already taken an email and unsmothered the verbs and saw the benefits.	
94	This course encouraged me to take a look at my current writing habits and identify which of them were poor.	
95	Better understanding of certain principals and also know of current changes. Graduated in 1979 so a lot of changes have happened since then.	
96	I was able to easily identify my common mistakes and now know how to fix them.	
97	Understanding email concepts and reports.	
98	Communicate intent clearly to all readers.	
99	How to plan for writing a business document and how to clean-up my writing.	
100	A great refresher to business writing.	
101	Making my statements clearing to the reader	
102	Lots of great tips.	
103	To have a guideline on how to write business emails and letters. This will help organize the ideas and thought processes.	
104	The professional feedback was the most useful to me. After that, the smotheri9ng verb section was valuable to me.	
105	Learning to be concise and organizing thoughts.	
106	Learning how to organize your thoughts	
107	Very in-depth explanations.	
108	Understanding how to write concisely and clearly.	
109	Learnt about strategies to write effectively.	
110	Gaining a clear understanding how to start the writing process and what to include first	
111	How to word things and help me get a basic way to layout an email before writing it.	
112	I have a structure now!	
113	This course has given me confidence and tools to use moving forward. I feel like a better business writer for sure.	
114	This course provided me with several tools and resources I didn't know existed. I now have a few techniques to use when writing letters to my attorney general's office or to department directors. I now feel that the caliber of my communication is on par with someone in my position.	
115	Completely change the process that I use for writing anything. This course also helped me with techniques for overcoming writers block.	

What would you tell someone thinking about taking this course?

Answered: 98 Skipped: 17

#	RESPONSES	
1	I spoke to my boss about this course, she is a director of contract management and she is also interested in taking this course. I know it will be helpful to other teammates in the contact department as well.	
2	Dive in, and you will learn things you can use to improve your writing.	
3	It's entry-level and good for improving your business writing skills.	
4	This course obviously helps in business matters, but most of the information is applicable to personal life matters and interactions as well!	
5	Make the course a priority.	
6	It would be beneficial to slow down and review writing before sending to a group	
7	This course provides the confidence and know-how to construct concise and clear business communications.	
8	Take it	
9	Read every detail	
10	They should go ahead and take the course.	
11	I would tell them to take it if they want to become a more detailed and organized writer.	
12	This course provides you with the right amount of information to improve your technical business writing. It's not going to turn you into the company technical writer immediately, but it definitely gives you structure and tools to use to get there with practice.	
13	I will tell others that this course is definitely worth a try. Never stop improving and always be learning new things that aid ourselves to focus on continuous improvement.	
14	This is a very helpful training course	
15	I benefited greatly from the course. To improve on your writing skills the short amount of time involved was well worth the understanding and writing improvement gained.	
16	That it is a valuable tool.	
17	Highly recommend the training to everyone.	
18	It is helpful for your writing improvement.	
19	It is a great course that breaks down how to get your message across to your audience. It provides resources and tools to make you successful in your business writing.	
20	Definitely take it.	
21	It's great for people of all experience level.	
22	Very useful.	
23	Easy course, perfect for someone looking to improve their writing.	
24	It is worth it.	
25	I would say that this course is extremely beneficial whether you are a beginner writer or you think you are an expert. This course provides something for everyone.	
26	I would recommend the potential student spend time identifying deficiencies in their writing skills. An inspection would help the students prepare and focus on problem areas as they go	

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	through each module.	
27	The course provides amazing guidance when it comes to proper writing.	
28	It is a great course to open your ideas on best ways to effective write and communicate well	
29	It will add confidence.	
30	It provides a good method to improve written communication.	
31	Great overview of business writing techniques and excellent feedback from instructors	
32	Take it, and be sure to highlight or write down portions that seem most applicable to you.	
33	it worth it	
34	This is a great course for anyone whose business depends on writing.	
35	I'd say that I loved the lesson about verbs and clarity.	
36	I would recommend this to any other employee in our company!	
37	BWT will complement your confidence and structure your way of thinking for you to write.	
38	It will bring some clarity	
39	I highly recommend this program/training to all co-workers.	
40	It is a practical and valuable course.	
41	Make sure you set up a good amount of time to follow-up on some of the instructor suggestions	
42	It will help in many areas, even areas you think you are strong in.	
43	Allow time for practice exercises. Download and print resource materials for future reference.	
44	Yes.	
45	It is a great course to take.	
46	This course is a must!	
47	Absolutely worth the time, money and effort. The techniques that I learned in this course made my writing better and I find writing less challenging by having a process to follow.	
48	This would be helpful and the tools will apply to all business writing.	
49	I would highly recommend this course. The concepts are easy to grasp and apply.	
50	Recommend it	
51	Spend the money and take the course. We're in a global pandemic. You have a little extra time right now..	
52	A great course to take to better understand the mechanics of business writing.	
53	It shall be introduced to most of the employees in the company.	
54	It is a good course to take to help reinforce your foundation of business writing.	
55	I would tell them to take it. First off they will learn things that will advanced there writing skills. They will learn how to point out things that you do not usually pay attention to. They will have the opportunity to learn more at the end of the day so why not.	
56	I enjoyed the class and found that it was easy to follow and advance into topics at a pace that made me comfortable, The links provided not only help during the course, but also challenge the student.	
57	Take the time to do the lessons and assignments. They will help your writing.	
58	I would recommend the course for my team.	
59	Definitely take this course if you are new to business writing or at an advanced level. With how technology is now a days, writing more effectively in both time and content wise is so	

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	important and this course either teaches or reviews it with you stay on that course.
60	I would tell them to definitely take the course.
61	everyone can learn from this. Great tips
62	Save all downloads to your desktop for easy access.
63	I would tell someone that I highly recommend it!
64	To go for it.
65	Solid, all-around, online business writing course
66	It's a beneficial course worth taking, it polishes all your required writing skills for all ventures in life.
67	Great class
68	Perfect for someone that is time sensitive.
69	It will improve the way they write.
70	Its very helpful. All sorts of info and sensible suggestions and resources
71	It is beneficial in all aspects of writing not just business writing.
72	It was helpful.
73	I would highly recommend this course.
74	It's concise, not time-consuming and helps you hone your message. Increases likely hood of your messages being ready.
75	Find a nice quiet place to complete the training.
76	It is helpful.
77	The course is very informative.
78	That the course was very helpful for me and I would recommend it to folks who want to improve their writing skills.
79	Just do it. Will enhance your skills.
80	Great resource to improve your writing skills.
81	This course can help anyone regardless of their writing level.
82	Pace yourself, some pieces of the course require that you wait for a grade.
83	Very informative and knowledgeable
84	don't be afraid to make mistakes
85	The class is very helpful and can help you make simple changes which make your writing better.
86	Take it!
87	Definitely take the course. It will only benefit you.
88	NA
89	It is beneficial, and I recommend it.
90	I would suggest that the individual be willing to learn new ideas
91	You'll be able to determine what areas of your writing need improvement.
92	Its a must do if you haven't receive formal training in writing.
93	It's a great resource/refresher
94	Definitely take it!

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95	It's easy to do.	
96	It's a great course for anyone that doubts their writing. Beginners would especially benefit from this course but someone like me, with years of e-mail correspondence, would also benefit.	
97	The investment in time and money was minimal when compared to the information and feedback you receive. I am going to gift this course to my daughter. I hope she will utilize the information as she continues growing in her career.	
98	It is worth it to learn these skills for more efficient and effective business communication	



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