

# Business Writing Basics

<b>Course Title</b>	<b>Asset Type</b>	<b>Time to complete</b>
<i><b>Business Writing: Know Your Readers and Your Purpose</b></i>	SkillSoft Course	60 min
<i><b>Business Writing: How to Write Clearly and Concisely</b></i>	SkillSoft Course	60 min
<i><b>Business Writing: Editing and Proofreading</b></i>	SkillSoft Course	60 min
<i><b>Writing for Business</b></i>	SkillSoft Business Impact Series	6 min
<i><b>Written Communication</b></i>	SkillSoft Challenge Series	15 min