

# BUSINESS WRITING SKILLS TUTORIAL

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**Business Writing Skills** addresses the need to convey concise and clear communication in professional life — while dealing with colleagues, seniors, and representatives of other organizations. Clear and concise professional writing is vital in many fields – for example, Law, Engineering, Medicine, etc. – where a small misunderstanding could lead to serious consequences.

## AUDIENCE

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This tutorial is designed primarily for young professionals who need assistance in writing emails, designing presentations, and putting their thoughts in words.

## PREREQUISITES

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Before proceeding with this tutorial, you are expected to be open to asking questions and resolving any further queries on the topic by contacting us.