

Writing Training for Financial Professionals

Are You ...

- Concerned that your business documents are not meeting the needs of those who use them?
- Annoyed by emails that don't get to the point?
- Worried that external correspondence is representing your organization poorly?
- Frustrated that managers spend too much time editing other people's reports?

The Professional Writing Group can help. We recognize that unclear writing creates confusion, reduces productivity, and ultimately affects your clients and your bottom line. We understand that even the driest data needs to be presented persuasively. We know that the modern financial workplace depends on clear communication.

The Professional Writing Group implements custom courses targeted to your organization's specific communication needs. Here are just a few examples of our finance-related courses.

Business Writing for Accounting Professionals

- Discusses the audiences and purposes of standard accounting documents.
- Covers how to determine the appropriate level of detail for different situations and users.
- Demonstrates strategies for writing clear and concise text.
- Teaches editing routines that save time and frustration for both writers and editors.

Effective Emails, Memos, and Letters

- Reviews the acceptable formats for internal and external communications.
- Identifies principles of audience analysis and accommodation.
- Teaches effective ways for overcoming grammar issues.
- Demonstrates editing strategies for creating effective routine correspondence.

Financial Report Writing

- Explains how to analyze the audiences and purposes of financial reports.
- Discusses how to negotiate the constraints of the report genre.
- Demonstrates strategies for writing effectively about numerical data.
- Teaches practical language skills for accommodating reports to different audiences.



Professional Writing Group
Department of English
University of Maryland
301.405.3774 / 405.3760
engl-pwg@umd.edu