**“BUSINESS WRITING” MODULE COMPLETION REPORT**

**Dear students,**

**Please complete and check all items required by your Professor, and submit this form to your Professor.**

I attest that:

[ ]  I completed the “Business Writing Principles” video course. Attached is my completion certificate from Lynda.com.

[ ]  I studied the handout “How to write a Business Report”

[ ]  I studied the “Concision and Clarity” handout

[ ]  I studied “Using Evidence” handout

[ ]  I skimmed the “Sample Business Report” to view the formatting, professional language, and the use of evidence to support arguments and conclusions.

Module Completion Date:

Your Full Name:

Class for which you completed the module:

Professor’s name:

Remember to start using the free proofreading tool Grammarly for all your written work.

* Sign up for free
* You can use the plug-in for Word or email
* You can use the Web service to create and write documents or upload your own write-up for proofreading
* Go to: [www.grammarly.com](http://www.grammarly.com)