



Great Tools for Business Professionals!

Being a business professional is a job that never stops. Continual growth is the key to the best communications, effective writing, and interaction with customers and colleagues. AgLearn can help you with these resources and more.

Business Writing: Editing and Proofreading

Take the time to edit and proofread your writing. This course highlights the importance of editing and proofreading your business documents. It describes some key areas to consider when editing like tone, structure, clarity, and accuracy.

Active Listening: Improve Your Ability to Listen and Lead

Active listening can make a huge difference in our interactions with others. This guidebook can help you learn the skills of active listening: paying attention, holding judgment, reflecting, clarifying, summarizing, and sharing.

7 Steps to Better Written Policies and Procedures Exercises and Suggestions to Improve Your Writing

This book shows how to use a structured writing method (called the Writing Format) for writing policies and procedures. You will learn to transform ideas and concepts into structured, consistent, logical, and well-written sentences and paragraphs.

Using Email and Instant Messaging Effectively

How do you ensure that the messages you are sending are effective, acceptable, and will be taken seriously? The use of proper e-mail etiquette is the cornerstone for ensuring your message gets across quickly, appropriately, and concisely.

Business Grammar: The Mechanics of Writing

As you sit down to write your business messages, do you ever find yourself wondering whether a word should be capitalized or abbreviated? Or whether you should spell out a number rather than use a figure? Knowing the correct way to abbreviate, capitalize, and express numbers in your business messages goes a long way in helping you to present yourself as a reputable professional.

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