

Skillsoft FOP Senior Course Module Checklist

Effective Written Communication (OP-291)	Asset ID	Time	Replaces	Completed
Developing an Effective Business Case	acm_01_a01_bs_enus	30	Preparing a Business Case	
Editing and Proofreading Business Documents	comm_51_a03_bs_enus	30	Business Writing: Editing and Proofreading	
Clarity and Conciseness in Business Writing	comm_51_a02_bs_enus	31	Writing Under Pressure: Preparing for Success	
Writing and Preparing an Effective Speech	apd_06_a01_bs_enus	23	Writing Under Pressure: The Writing Process	
Writing Effective E-mails and Instant Messages	acm_02_a01_bs_enus	28	Presenting Your Case	
Sending E-mails to the Right People	acm_02_a02_bs_enus	29	Final Exam: Business Writing Basics	
Organizing Your E-mail	acm_02_a03_bs_enus	28	Writing a Business Case	