Vskills
CERTIFIED
www.vskills.in

Certified Business Writing Professional
VS-1089

Vskills Certifications

Skills for a secure future

Certified Business Writing Professional

Certification Code VS-1089

Vskills certification for Business Writing Professional assesses the candidate's writing skills in various aspects of business writing which includes communication basics, oral and non-verbal communication, various parts of writing like graphics, coherence, series, etc and various types of memo, e-mail, letter, agenda, proposal etc.

Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills Business Writing Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

Who will benefit from taking this certification?

Job seekers looking to find employment in media and publishing departments of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer http://www.vskills.in for updated fees

Companies that hire Vskills Business Writing Professionals

Business writing professionals are in great demand. Companies specializing in media or publishing are constantly hiring skilled business writing professionals. Various public and private companies also need business writing professionals for their media or publishing or public relations departments.

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Sample Questions

1. The communication process does not require _____?

A. encoding
B. recruiting
C. a channel
D. decoding

2. Informative writing focuses primarily on the

A. latest news
B. reader
C. writer
D. subject under discussion

3. The principles of effective writing include:

A. brevity
B. clarity
C. accuracy
D. brevity, clarity and accuracy

4. _____ should be written with instructions and include a sequence of events

A. Memos
B. Manuals
C. Proposals
D. Resumes

5. A _____ is commonly used for communication within a company

A. Memo
B. Manual
C. Proposal
D. Research Report

Answers: 1 (B), 2 (D), 3 (D), 4 (B), 5 (A)

Certifications

Accounting, Banking and Finance
– Certified AML-KYC Compliance Officer
– Certified Business Accountant
– Certified Commercial Banker
– Certified Foreign Exchange Professional
– Certified GAAP Accounting Standards Professional
– Certified Financial Risk Management Professional
– Certified Merger and Acquisition Analyst
– Certified Tally 9.0 Professional
– Certified Treasury Market Professional
– Certified Wealth Manager

Big Data
– Certified Hadoop and Mapreduce Professional

Cloud Computing
– Certified Cloud Computing Professional

Design
– Certified Interior Designer

Digital Media
– Certified Social Media Marketing Professional
– Certified Inbound Marketing Professional
– Certified Digital Marketing Master

Foreign Trade
– Certified Export Import (Foreign Trade) Professional

Health, Nutrition and Well Being
– Certified Fitness Instructor

Hospitality
– Certified Restaurant Team Member (Hospitality)

Human Resources
– Certified HR Compensation Manager
– Certified HR Staffing Manager
– Certified Human Resources Manager
– Certified Performance Appraisal Manager

Office Skills
– Certified Data Entry Operator
– Certified Office Administrator

Project Management
– Certified Project Management Professional

Real Estate
– Certified Real Estate Consultant

Marketing
– Certified Marketing Manager

Quality
– Certified Six Sigma Green Belt Professional
– Certified Six Sigma Black Belt Professional
– Certified TQM Professional

Logistics & Supply Chain Management
– Certified International Logistics Professional
– Certified Logistics & SCM Professional
– Certified Purchase Manager
– Certified Supply Chain Management Professional

Legal
– Certified IPR & Legal Manager
– Certified Labour Law Analyst
– Certified Business Law Analyst
– Certified Corporate Law Analyst

Information Technology
– Certified ASP.NET Programmer
– Certified Basic Network Support Professional
– Certified Business Intelligence Professional
– Certified Core Java Developer
– Certified E-commerce Professional
– Certified IT Support Professional
– Certified PHP Professional
– Certified Selenium Professional
– Certified SEO Professional
– Certified Software Quality Assurance Professional

Mobile Application Development
– Certified Android Apps Developer
– Certified iPhone Apps Developer

Security
– Certified Ethical Hacking and Security Professional
– Certified Network Security Professional

Management
– Certified Corporate Goverance Professional
– Certified Corporate Social Responsibility Professional

Life Skills
– Certified Business Communication Specialist
– Certified Public Relations Officer

Media
– Certified Advertising Manager
– Certified Advertising Sales Professional

Sales, BPO
– Certified Sales Manager
– Certified Telesales Executive

& many more job related certifications

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