

Business Writing That Works

COURSE OVERVIEW

We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the email that gets action and the letter that says what a phone call can't.

In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, with practice you can feel more confident about your own writing. This workshop will give you the tools to become a better writer.

KEY SUBJECT AREAS

- The three C's: clear, concise and complete.
- Active and passive voice.
- Sentences and sentence types.
- Manners and courtesy.
- Practical and inclusive language.
- Sentence construction and punctuation.
- Writing business letters and e-mails.
- Spelling and proofreading.
- Reviewing your writing.

LEARNING OUTCOMES

- The value of good written communication.
- How to write and proofread your work so it is clear, concise and complete.
- How to apply these skills in real world situations.
- The proper format for letters, and e-mails.

Learn new writing skills and apply them to your business communication.

Duration: 1 Day

Unique features

The Business Writing That Works Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Anyone who lacks confidence in their writing skills, or whose position requires them to have more developed writing skills.

Includes...

- Resource material & workbook.
- Training 101 Certificate

Contact us for more information
or to register on a workshop:

P: 0800 801 233