

Effective Business Writing

"The skill of writing is to create a context in which other people can think"
- Edwin Schlossberg



Learning with a difference...

Benefits

- Present a professional impact through well formatted and presented correspondence
- Enhance the professional corporate image of the company and deliver the correct message clearly
- Prevent writers block
- Find business writing easier and less daunting
- Soften bad news in writing, without losing the key message

Course content

- Develop well formatted written business communications
- Refresh your grammar, punctuation and spelling
- Structure letters, memos and emails correctly
- Understand the benefits of striking the right tone
- Examine word choice options
- Tips and techniques on effective proof reading and second opinions
- Select appropriate output media and choice

Increase business prospects by developing a wide range of written business English skills to improve the clarity of your communication.

By doing so, your organisation will be portrayed positively and the reader engaged, inspiring a professional impression.

Course overview

The fundamentals of professional honed writing skills are critical in today's business world. You need to ensure that what you prepare clearly assists others to feel, think or act upon what you've written.

One of many tools learnt is an easy to use structure for business correspondence through the use of current conventions or your company's standards. An opportunity to revise grammar, spelling, punctuation and examining word choice and striking the right tone. In addition, effective proof reading techniques and also output media and choice, will be explored.

Completing practical exercises under guidance will help you avoid common mistakes and become more confident in producing accurate written communication.

Duration

1 day
9:30 - 16:30

Book Now

Call our Sales team on
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

"In the middle of difficulty lies opportunity"

- Albert Einstein

Other courses we offer

- Professional Report Writing
- Effective Minute Taking and Writing
- Microsoft Word - Introduction, Intermediate and Professional

What our customers say about our courses

"Trainer was very good, friendly encouraging and relaxed people."

"An enjoyable course with lots of great ideas"



People Productivity &
Specialist IT Training



Trelawn House, 34 North Bar
Banbury, Oxfordshire, OX16 0TH
Telephone: +44 (0)1295 - 253 253
Fax: +44 (0)1295 - 253 255
Email: sales@baselinegroup.co.uk