

Duration 1 day

Timings 9:30 – 16:30

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 Description

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.

Pre Course Requisites

There are no pre-requisites for this course.

To get the best out of the course, complete our pre-course questionnaire. This will give us a good understanding of why you are doing the training what your expectation are.

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