



BUSINESS WRITING

Effective written communication skills are essential in business today. Sadly, not everyone has covered the basic elements of written work in their formative education.

This course ensures that participants are made aware of the essential elements of grammar, design and visual presentation, as well as improving the quality and style of written reports and business documents. Full of top tips and easy to remember 'rules', the day helps delegates move to a new level of effectiveness in their writing style, irrespective of their starting point.

Aims -

- To provide support and guidance on best practice in business writing activities

Objectives -

- To develop key written communication skills
- To identify any issues or challenges and develop strategies for overcoming them.
- To provide templates that can be used as a basis for effective written communication and to give an opportunity to practice their use
- To enhance confidence levels in relation to writing reports, emails, business letters etc.

Content -

- Grammar and spelling
- Email best practice
- Report writing
- The use of language in written work
- Style and layout of documents
- Tools and strategies for making business writing easier
- Adapting written communication to suit the recipient

Workshop ethos and comfort factors ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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