

Business Writing Skills

Success in today's organization is closely **related to the ability to communicate ideas and messages effectively and succinctly**. **Poorly written correspondence** can have **disastrous results** for your organization and **waste of valuable time and resources**.

Objectives

Develop the necessary skills to **communicate ideas in a clear, concise and effective way**.

Audience

This course is designed for **individuals from all disciplines who are called on to communicate their ideas in written format**.

Duration

This is **one day Business Writing Skills** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Locations

Our **Business Writing Skills** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Business Writing Skills Course Outline

Writing- Fears and Hopes

Why is writing Important

The purpose of writing

Fine Tune Your Writing

Four Fundamentals

Why, who, when, how of writing

Obstacles to Avoid

How to confuse

Make your writing clearer

Most frequently misspelled words

Grammatical rules

What is correct?

Know your reader

Writing for different readers

The readability test

Exercise

Is your writing understood by the reader?

Structuring Paragraphs

How long, how short

Categorisation

Letter and Memo Writing

Business letters

Business memos

Exercise

Report writing

Why write a report

The ten parts of a report

Use the Right word

How do you choose?

Tone

How to Make Notes

Mind-mapping

Brainstorming

The Writing Plan

How to get started

Should you be formal or not

E-mail

Group Exercise

Personal Exercise

Personal Action Plans

Course summary