

Business Writing Skills

Who should attend?

All persons working in administration, in commercial and non-commercial organisations and who are responsible for presenting written information in a professional format i.e. e-mails, letters, reports and minutes.

How long is the course?

One Day

Outcomes include:

Produce more effective and professional written documents. Vary wording, improve on spelling and punctuation to ensure polished documents. Structure, write and proofread documents correctly.

Lesson 1: Writing in business

Review the basics of business writing
Eliminating unnecessary words
Using short, specific sentences
Remaining positive in tone
Keeping terms consistent
Creating the correct perspective Conjunctions
Prepositions

Lesson 2: Punctuation

Punctuation update

Lesson 3: Business reports

Developing ideas
Preparing to write your report
Organising your information
Editing and proofreading
Completing your report
Conclusions and recommendations
The reason for a front page

Lesson 4: Business letters

Modern business writing
Headings and labels
Attachable documents
Creating a draft for a business letter
Editing a Business Letter
Effective e-mails
Proofreading and responding to an e-mail
Proofreading tips
Numbers in writing
Testing word usage
Writing an effective documents summary