

# EFFECTIVE BUSINESS WRITING

## SKILLS COURSE OUTLINE

Our fast-paced, high-tech age has not reduced the need for effective business writing skills. In fact, it has substantially increased the need for skill in preparing business documents and is a skill that is vital to those who are serious about a job or career. Unfortunately, while our education system is currently producing reducing levels of literacy, there is an increasing reliance on computers to “write” for people; and faced with more communication flowing at an increasingly rapid rate, the need for clear, readable and understandable communication is increasing – but delivery is reducing

### Topics covered

This one-day workshop is practical, engaging and interactive and outcomes are linked to the following:

- It provides attendees with an understanding of the need for better business communication.
- It looks briefly at how one communicates and why, in the context of the business environment.
- It deals with some of the widespread problems associated with communication, business communication and business communication in the English language so that a number of the pitfalls can be overcome.
- The course deals with the basic English language rules and guidelines for preparing business texts
- Practical exercises and activities ensure attendees apply their new-found learning, with the following documents frequently used within the business environment being prepared: e-mail, fax, memorandum, letter, notice.

Attendees will gain a better understanding of the need to improve their written business communication skills and of the fundamental concepts that will help with this improvement over time. They will complete many exercises and have an opportunity to compare their writing, view examples and critically assess the writing of others.

### Duration

1 Day

### Pre-requisites

None

### Who should attend?

Anyone in business or government that needs proficiency in written communication.

### Enquire Today

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