

Writing - Business Skills Writing Skills

Written communications are a powerfully influential communication method in the business world, yet many people find it difficult to say what they mean clearly on paper. Waffling, muddled letters and reports waste time and are often ignored. This course teaches delegates to produce the concise, clear, impressive documents that organisations need.

By the end of the course delegates will be able to:

- recognise and meet their readers' needs
- define the objectives of their communication
- adapt the tone and style of their writing to suit their commercial purpose
- structure documents correctly
- plan and organise their material and ideas
- write clearly and concisely
- identify many of the basics of written English, as it applies within a commercial environment

The course includes:

- drafting documents efficiently and clearly
- planning, organising, structuring and layout techniques
- all types of business communication — memos, letters, faxes, reports and email
- exercises, examples and discussions to reinforce learning points

This course is suitable for anyone who writes business letters and/or reports. Delegates should already possess the basic skills of good written English.

Duration: 2 days



The Island Partnership

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