

Business Writing Skills – 1 Day Course

Course Overview

This is an activity based course providing vital written skills for anyone required to write professional documents. All delegates attending will receive a glossary of grammar for reference. It should be noted that this course is a personal development course and word processors are not used.

Who Should Attend

This course is designed for people who do a large amount of business writing in their job. It is suitable for staff at all levels.

Course Content

Writing Skills

- Sentences
- Paragraphs
- Avoiding wordiness
- Keeping it simple

The Parts of a Report

- Cover sheet & title page
- Acknowledgements
- Table of contents & summaries
- Methodology & results
- Conclusion/recommendations
- Appendices & bibliographies

Constructing Letters That

- Reply to enquiries
- Handle complaints
- Achieve action
- Don't sound standard

The Essential Skills

- Conventions for typed documents
- Planning a letter
- How to start
- Transitional paragraphs
- Closing

The stages

- Clarifying the objectives, & researching
- Planning & writing
- Editing & proofreading

Getting the objectives clear

- Defining the scope & purpose of the report
- Writing a statement of objectives

Planning & Formatting

- Methods & use of Outlines
- Use of styles, fonts & setting up internal standards

Internal Documents – Overview

- Letters & emails
- Memos, emails & faxes
- Reports
- Minutes

The use of Language

- Spelling & Vocabulary Overview
- Generalisation, distortion & deletion

Additional Information

- CD Manuals and Certificates provided
- Course timings – 9.30 am- 5.00 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email: training@paradisecomputing.co.uk

