



## Workshop Overview

This one-day course gives you the complete toolkit to write confident effective communications in business. It includes practical exercises on planning and structuring your writing, choosing the best way to get content across and utilising correct punctuation and grammar. It also covers etiquette appropriate to different forms of correspondence.



## Benefits

By attending this training, you will attain the skills required to make the documents you write stand out from the crowd. You will develop confidence to structure an argument to achieve your desired outcome and have more belief in your own written work.

## Outcomes & Content

- ✓ Identify objectives and write to meet them
- ✓ The key to success is: keep it short and simple
- ✓ Structure your letters effectively
- ✓ Plan the content to get your message across
- ✓ Learn standard letter layout
- ✓ Practice your skills by writing drafts
- ✓ Experience a brief overview of minute taking
- ✓ Punctuation and grammar



## Who should attend ?

Those new to the business world or those from college struggling with the transition from academic language to commercial writing, anyone unsure of how formal one should be in emails and letters, those needing refreshers in punctuation and style.

