



## Workshop Overview

When producing sales proposals, business reports, marketing literature or just compiling emails, the quality of your writing says a lot about you, your organisation and its products or services. If your writing is sloppy, inaccurate and amateurish it sends the wrong message.



## Benefits

You will leave this course with the confidence to write accurate, punchy and compelling documents that say the right things about you.



## Who should attend ?

Anyone who write reports, white papers, letters or marketing copy who wishes to improve their written English and feel confident with the rules of grammar.

## Outcomes & Content

- ✓ The different parts of speech
- ✓ Nouns, pronouns, verbs and conjunctions
- ✓ Learn the subject and object pronoun
- ✓ English grammar and punctuation
- ✓ The uses and parts of speech
- ✓ Techniques for good sentence construction
- ✓ Checklist of pitfalls to watch out for
- ✓ Pride in your written work

