

Writing Skills for Business



Category: Communication

As with any form of communication, the way we write is influenced by the many unique variables including our knowledge, interest, skill, personality and emotions. This practical course will assist you plan, organise and structure a range of business communication whilst giving you the opportunity to explore your own personal writing style.

Duration

1 day

Course Objective

This course has been developed to provide you with practical tools to assist you plan, organise and structure business correspondence and apply the 4-step writing process to different formats.

Who Should Attend / Target Audience

This course is designed for people who want to improve their written communication skills when writing business correspondence including letters, emails, memos and short reports.

Learning Outcomes

- Implement a prewriting plan in order to meet the desired objective of the correspondence.
- Apply professional layout, format and development of content.
- Use words and phrases that will improve the comprehension of your message.
- Adopt techniques to proof your document for spelling, punctuation and grammar.
- Use the 4-step writing process as a framework for business correspondence.

Related Courses

- Effective People and Communication Skills
- Microsoft Word

Next Level Course

- Report Writing

Availability

In House Closed Group Public

Version: 30/12/09

Course Content

Principles of Writing for Business Purposes - understand the three main principles of business writing you need to consider.

Personal Needs Analysis - identify your own personal needs for improving your business writing.

Planning to Write - tools for planning and idea generation including constructing a mind map and how to flowchart.

Writing the Draft - layout and format your document so the reader will be visually encouraged to read, and your message can be easily understood.

Developing the Message - a framework and formula for developing content regardless of the message.

Edit and Revise - ensure you have addressed your purpose from the reader's perspective and avoid common pitfalls.

Proof Reading - suggested techniques for proof reading your document to ensure you make the right impression of yourself and the business.

Memos - understand the difference between memos and other business correspondence.

Introduction to Short Reports - understand the typical components of a short report and how to apply the 4-step writing process.

MELBOURNE
SYDNEY
BRISBANE
TOWNSVILLE
CAIRNS

Phone 1300 793 951
Fax 1300 793 952

Web www.odysseytraining.com.au
Email info@odysseytraining.com.au