

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Advanced Writing Skills

Course Overview

A simple email or letter can resolve a complex situation. This advanced business writing skills course emphasizes how a clear and concise message is the key to having powerful impact in today's business world.

You will spend the first part of the day getting to know delegates and discussing what will take place during the training. Delegates will also have an opportunity to identify their personal learning objectives.

Course Objectives

This one-day workshop will teach delegates how to:

- Make their writing clear, complete, concise, and correct.
- Improve sentence construction and paragraph development.
- Deal with specific business requests.
- Create effective business cases, proposals, and reports.
- Thoroughly document sources that they use in their writing.

Prerequisite

There are no prerequisites.

Target Audience

This course is targeted to all professionals, managers, supervisors, administrative personnel, and anyone wishing to improve his or her writing skills.

Duration

- 1 Day



Course Outline

The C's of Writing

All writing should be clear, concise, complete, and correct. Delegates will look at each of these elements in detail during this session.

Writing Mechanics

In this session, delegates will take a close look at the proper length of paragraphs, what a paragraph should contain, and how to order paragraphs.

Dealing with Specific Requests

Often people are asked to respond to a request for information or to write a particular letter (of recommendation, for example). We will discuss some tips to keep in mind when writing one of these particular documents. Delegates will also get some hands-on practice with writing letters of request.

Preparing Business Documents

Another common task is to write a business case, request for proposal, or a formal report. Where would you start? The course provides some guidelines which will help with these tasks.

Editing Techniques

To conclude the workshop, delegates will apply what they have learned to their own writing.