



Who Should Attend

- Office administrators, support staff, secretaries and PA's
- Managers and Supervisors
- Anyone wanting to improve his/ her writing skills



Programme Outcomes:

- On completion of the programme, learners will be able to:
- Gain a better understanding of common spelling/ grammar issues in business writing
 - Review basic concepts in sentence and paragraph construction
 - Learn how agendas, email messages, business letters, business proposals, and business reports are structured in a professional environment
 - Master techniques for improved proof reading skills
 - Gain valuable insight into international etiquette
 - Learn to use email effectively



Topics Covered:

- Reasons for writing, the value of writing; identifying the audience
- Spelling and grammar
- Correct use of words and business terminology
- Correct use of tense and conjunctions
- Active and Passive voice
- The 5 C's (clear, concise, complete, correct, courtesy)
- Sentences, sentence types and paragraphs
- Writing Business Letters: The Basic Structure; Choosing a Format; Writing the Letter
- Writing cohesive and coherent texts
- Proofreading and editing

EFFECTIVE BUSINESS WRITING

Writing is a key method of communication for most people, and it's one that many people struggle with. Participants will participate in a writing refresher, focusing on spelling, grammar, and punctuation. This Business Writing workshop will provide an overview of the most common business documents including proposals, reports and agendas, giving you that extra edge in the workplace.

Duration

- The total duration is 2 days.

Price

- R4 890.00 per delegate*
- * Group discount available

REGENT Business School reserves the right to postpone a planned training intervention, decline/refuse to accept applications from delegates who respond to this invitation after the registration deadline and change dates, times and venues for the training. All enquiries can be directed to the business development unit on the above details. The closing date for the programmes is reflected on the respective schedule/ calendar of programmes.