Practical Business Writing

Duration: 1 day

Success in business depends on effective communication. This programme will take participants through the process of producing effective writing. Individuals will learn how to organise their thinking, put together ideas and structure their work.

Course Objectives

By the end of the course participants will be able to:

- Use clear business English and avoid common errors

- Establish clearly the purpose of a report before starting to write it

- Structure a report in an accepted business manner

- Be a more effective communicator of the written word

Course Outline

- Spelling
- Grammar
- Sentence construction
- Common errors, e.g. The correct use of differently spelt words that sound the same
- The correct use of English in business communication, e-mail and reports