



## **Business Writing Skills**

### **Who should attend?**

This course is suitable for anyone who deals with business correspondence within their role i.e. emails, letters, faxes etc.

### **Course Aims & Objectives**

The purpose of this course is to assist delegates in the writing of effective business correspondence and gain the necessary skills needed.

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

- Understand the importance of writing in a clear, concise and professional manner
- Plan and write suitable correspondence for their business
- Devise a plan of work that can be implemented into their job role

### **Course Outline**

- Course Introduction
- Business Letters, Memos and Emails
- Knowing your Audience
- Basic Writing Skills
- Layout and Structure
- Prepare, Write, Edit
- Key Areas to Remember
- Action Plan

### **Certification**

Certificates of attendance will be awarded to delegates upon completion of the course.

### **Duration**

1 Day

### **Location**

We can offer courses on company premises for a maximum of 12 delegates or upcoming open courses in your local area.