

ADVANCED REPORT AND CORRESPONDENCE WRITING

COURSE OVERVIEW:

The Business Writing Skills training course teaches trainees how to write a business report that people understand and take seriously. It is both informative and practical, with excellent back-up course notes to form a valuable reference source for the future. A course that is completely up-to-date and suitable for everyone in business who has to communicate using the written word.

COURSE OBJECTIVES:

At the course's conclusion, participants should be able to:

- To provide appropriate guidelines and to appreciate the major different forms of business reports.
- To plan and select presentation styles.
- To compose and punctuate grammatically correct sentences.
- To appreciate brevity, clarity and accuracy in written communication.
- To improve overall capability in producing written communication.
- To individually practice the art of business report writing.

WHO SHOULD ATTEND?

- Administrative Managers,
- HR and Public Relations Department Personnel.
- Staff of all levels who need to be able to express their ideas clearly and effectively in English.

COURSE OUTLINES:

- **PRE-WRITE**
- **PREPARE THE INFORMATION**
- **ORGANIZE THE WRITING**
- **WRITE A CLEAR DOCUMENT**
- **WRITE CLEAR, COMPLETE EXPLANATIONS**
- **WRITE A CONCLUSION WITH IMPACT**
- **WRITE CLEAR, EFFECTIVE SENTENCES, PARAGRAPHS, AND WORDS**
- **PREPARE A POLISHED, CORRECT FINAL DRAFT**
- **ASPECTS OF TECHNICAL WRITING**
- **UNDERSTAND THE PITFALLS, STYLE, AND CHARACTERISTICS OF TECHNICAL WRITING**
- **REVIEW SAMPLES OF TECHNICAL WRITING**
- **UNDERSTANDING THE READERS' NEEDS**
- **PATTERNS OF TECHNICAL WRITING**
- **PRACTICAL SESSIONS ON WRITING REPORTS BASED ON DIFFERENT 'WORK RELATED' SCENARIOS**
- **CORRECTING POORLY WRITTEN REPORTS.**
- **INDIVIDUAL WRITING EXERCISES FOR REPORTS**