

**Course Overview:**

In this Business & Report Writing training course, you gain foundational knowledge in business writing, and leverage effective writing tools to create contract proposals, business plans, executive summaries, recommendation reports, and internal business communications.

**Course Objective:**

- 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.

**Course Outline:**

- GRANTING A REQUEST
- DENYING A REQUEST
- LETTERS OF COMPLAINT
- APOLOGIZING
- WRITING A LETTER, MAKING RECOMMENDATION OR PROPOSAL
- LETTERS MAKING A RECOMMENDATION OR PROPOSAL
- LETTERS DISAGREEING WITH A RECOMMENDATION OR PROPOSAL

**Who Should Attend:**

Staff of all levels who need to be able to express their ideas clearly and effectively in English.

**Training Language:**

English-Arabic

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation