

Effective Business Writing

Workshop Purpose:

To build confidence in writing in English in a business environment and to identify and review the most common and damaging problems in individuals' writing.



Workshop Outcomes:

On completion of this workshop participants will be able to:

- Identify and remedy common problem areas with regard to grammar, spelling and punctuation
- Realise the value of planning written communications
- Demonstrate how to capture and focus on delivering the purpose/objective of written work
- Review and edit a report/letter/meeting note accurately
- Describe the elements of an effective report/letter/meeting notes etc.
- Adapt own writing style to reflect these elements
- Apply electronic editing functions critically
- Appreciate how accurate writing affects the image of the company and the individual

Who should attend:

Any person involved in the organisation who is required to write reports, memos or take meeting notes

Duration:

1 Day

For a minimum of 8 to a *maximum of 20* participants

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