

Advanced Writing Skills



This is a **one-day workshop** for those who already are good writers. Our time will be devoted to writing letters of recommendation, persuasion, refusal or action that reflect current word usage and up-to-date formats. You can also become more skilled at writing business cases, proposals and reports, and learn a bit more about email etiquette.

How You Will Benefit

At the end of the workshop you will be able to:

- Discuss your writing challenges
- Learn how to make your writing clear, concise, and correct
- Improve sentence construction and paragraph development
- Identify some ways to make your writing simpler and easier to read
- Learn about a tool that can determine how readable your work is
- Develop effective business letters for tough situations
- Discuss e-mail etiquette
- Develop an appropriate writing style and format for your letters, business cases, and reports
- Recognise standard ways of documenting materials

What You Will Cover

- How to make your writing clear, concise and correct
- Types of words and when to use them
- Using inclusive language
- Seven ways to simplify your writing
- Sentence and paragraph construction
- Business letter formats
- How to write a report or proposal
- How to write a business case
- How to write a request for proposals
- Email etiquette
- Documenting sources

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!
REGISTRATION FORM
Advanced Writing Skills

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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