

Business Writing Fundamentals



Write professionally and with impact

OVERVIEW

Many people communicate well in a face to face environment but struggle with the written word. This workshop provides the tools and techniques to get your message across clearly and concisely in a range of written documents.

Effective Business Writing

- Identifying the benefits gained by effective writing
- Understanding the writing process

Planning Phase

- Identifying the desired outcome of a written communication
- Analysing your readers communication preferences
- Mapping out the content and structure

Writing Phase

- Recognising the key elements of your message
- What is plain English
- Using a professional manner
- Incorporating “tone of voice” and “body language”
- Writing clearly and concisely

Writing Letters and E-Mails

- Developing professional letters and applying commonly accepted phrases
- Understanding email and implications of using email in business
- Adopting accepted email practice and etiquette

Editing Phase

- Making your message accurate
- Removing the waffle
- Checking your spelling, punctuation and grammar

DURATION

1 day

→ [Enquire for Private Delivery](#)

DELIVERY MODES

- ✓ Scheduled workshop
- ✓ Onsite workshop
- ✓ Webinar

PRE-REQUISITES

None

AUDIENCE

Team Member Supervisor Manager

CORE COMPETENCIES

- ✓ Communication
- ✓ Writing

OUR EXPERTISE

Linked Training are experts in bringing real improvement to individuals, Government and Non-Government clients. Our skill is developing training content that supports both individual development and business objectives. We utilise the power of layered learning and experiential practice to fully engage and provide motivation to continuously improve.

CUSTOMISE

We can customise! We work closely with you to understand the organisation focus on development, the required business outcomes, corporate policy and industry compliance, and your customer's needs.

BOOK NOW

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Or call **02 8824 4677**
for more information



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the experts

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