Business & Report Writing Skills

INTRODUCTION

This course is designed to help participants learn and practice the skills and techniques to plan, structure and write clear and logical business correspondence, which will achieve its intended outcome.

Participants are requested, where possible to bring examples of typical documents and/or reports they may write at work. These will be treated in confidence.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- *Identified* the skills of effective writing
- *Increased* confidence in writing business correspondence
- *Used* a systematic approach to writing letters, memos, e-mail messages
- *Practised* composing a range of documents
- *Structured* the correspondence logically
- *Developed* the skills to write clearly and concisely
- *Practised* the skills of writing to achieve results through focusing on clear objectives and outcomes
- **Developed** a personal action plan for implementation in the workplace

COURSE CONTENTS

What is Effective Writing?
Rules of good techniques
Identifying with the reader
What is important to the reader?

Preparation for Writing Business Correspondence
Aims and Objectives
Structuring a letter
Practical Exercises

Readability
Using Language
Plain English
Punctuation
Clarity Index
Practical Exercises

Getting Your Document Together
Sequence and Order
Putting it into words
Presentation and Style
Editing
Practical Exercises

Creating the Right Impression
How people read correspondence
Creating maximum impact
Writing to persuade
Practical Exercises

Personal Development Action Plan

COURSE DURATION: 1 Day Course

www.oaktree-training.co.uk