



Duration: 1 Day
Course Code: SSG03

Course Description:

Although writing is an important part of working life, few employees receive help with documents or writing guidance. Many employees admit that they feel insecure about their grammar and writing skills.

Who Should Attend Business Writing Skills Training?

- This seminar is aimed at anyone who has to produce documents, reports or agendas as part of their employment. The style of the course is especially suitable for technical staff or front line managers.

Benefits From Attending The Training:

- Save time, effort and money
- Develop more effective and efficient work practices
- Increase customer satisfaction
- Enjoy a better public image

Course Contents:

- Understand the different needs of written communication as compared to verbal communication
- Interpret information and feedback and represent in report form
- Consider the structure of business documents in everyday usage
- Effective listening skills
- Grammar, punctuation and spelling
- Prioritising information
- Producing short notes, memos and emails
- Letter writing to achieve action
- Producing a report

Related Courses:

- Notes And Minute Taking | Duration: 1 day | Code: SSG10
- Professional PA | Duration: 1 day | Code: SSG11
- Microsoft Word | Duration: 1 day | Code: ITS06 | ITS07 | ITS08

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

