

Business Letter and Report Writing



Impressions about you and your organisation often depend on how well you communicate in writing. Effective writing always requires careful consideration of the reader and how you present your message. A good report has a logical structure, is clear and concise and supports decision making. In this hands-on workshop, you will learn and practice proven writing techniques that will help you:

- Put your words to work for you
- Understanding how to write letters and reports
- Express your personality on the page
- Focus on your key message
- Write ideas in clear language avoiding jargon, unnecessary words, phrases and conjecture
- Understanding the rules and techniques to accurately use punctuation, spelling and grammar
- Make the writing process faster and more comfortable

Who Will Benefit?

Anyone who wants to improve their written communication

Course Outline

- Selecting, planning and organising written communication
- Identifying and defining the strategic message
- Selecting information the reader needs to make a decision
- Creating sentences that are readable and clear
- Punctuation, grammar and spelling – the rules and techniques
- Getting rid of excess words, phrases, jargon and conjuncture
- Grabbing the reader in the opening and the closing
- Using the appropriate format to help your readers navigate your documents
- Selecting words that move the reader to action
- Choosing your personal tone and style
- Writing exercises

Duration

1 Day

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