

Business Writing Skills

This session is for councillors who would benefit from developing their writing skills. Focused on writing emails and letters, the programme will provide participants with a refresher in grammar and punctuation.

Programme Objectives

By the end of this session, delegates will be able to:

1. Plan and structure emails and letters that are clear, concise, and easy to read
2. Organise information for logic and flow
3. Manage tonality within the document
4. Use accurate grammar and punctuation
5. Edit and proof their writing.

Further information

The workshop will provide advice and guidance on how to plan and organise more complex documents.

Duration: Two or three hours