Effective Business Writing

This is a merger of letter and report writing programmes and has been specifically written for delegates who want to develop their general business writing skills.

The session explains how to write using clear English, and the importance of writing for the reader.

Programme objectives

By the end of the programme, delegates will be able to:

1.   Plan, write and review letters and reports

2.   Write clearly and concisely

3.   Pitch the content of the document to its readers

4.   Use a readability index to assess clarity

5.   Use correct grammar and punctuation

6.   Review their work, including proofing and editing text.

Further information

The programme can also incorporate advice on any in-house report structures such as committee reports.

Duration: Half day or one day, split into two half days