

Effective Writing Skills*

Course Objectives

This programme shows you how to maximise your writing skills as a means of business communication. It gives you tips, techniques and coaching to:

- use grammar and punctuation effectively;
- write using Plain English techniques;
- vary your writing style to suit your audience needs;
- apply your developing skills to a range of writing tasks;
- improve your writing confidence;
- measure the quality of your written work.

Course Programme

09:15	Assemble and coffee
0930	Introductions and Course Objectives Communication and Writing Effective grammar Exercises Effective punctuation Exercises Plain English techniques Exercises Lunch Writing notices Writing letters and e-mails Writing critically for reports Exercises Review and action points
1630	Evaluation and close

* note that a half day introduction to Plain English writing programme can be arranged.