

Writing Skills workshop suite

We have been delivering writing skills courses and workshops since the 1990's to public bodies and private sector companies alike.

We have fully reviewed and updated our workshop suite to include new presentational techniques and exercises. All our courses promote your organisation's writing standards and formats.

Advanced Report Writing

For professionals, this workshop includes using statistics and tables, formulating a persuasive argument for change, and advanced presentational techniques.

Agenda and Minutes

After this workshop you can write readable agenda and minutes using a range of styles to suit different meeting purposes. Includes note-taking practice.

Better Letters and e-mails

This workshop uses SCRAP, a technique that gets your point across logically and quickly. Complaint response and e-mail management are also covered.

Effective Writing Skills

This workshop covers a wide range of Plain Business English writing techniques including grammar and punctuation. Coaching feedback builds confidence.

Impact: writing for marketing

This workshop enables writers to write clearly, persuasively and with impact for brochures, leaflets, flyers and the web.

Introduction to Plain Business English

A three-hour session with plenty of writing examples and exercises. 32 delegates can attend in a day: great value.

Report Writing Skills

This workshop covers report preparation, planning, plain English, presentation and proofing techniques.

Our courses are interactive and engaging. Delegates feel more confident and skilled and their performance is raised immediately.

Contact Martin Searle, below, for further workshop information.
