



# Business Writing Skills Training Course



# About This Course

## Business Writing Skills Training Course



**Do you want to be able to write engaging business documents that influence the reader and get your message across?**

Our Business Writing Skills training course will help you to structure a range of business documents such as reports and emails and make them read more positively and professionally.

Our Business Writing Skills training course is delivered as an open course in 21 locations across the UK and Ireland, online or at your business location.

We deliver the course as a face to face course, a live virtual online course and an eLearning training course.

# The Course Aim & Objectives

Here's what you will learn on our business writing skills course



## Course Aim

This Business Writing Skills Training course will look at tools and tactics to help you produce and structure business documents.

## Course Objectives

By attending this Business Writing Skills Training Course you will:

- Be able to set an objective for written communication and write towards achieving it
- Be able to effectively plan for written communication
- Be able to keep writing short and simple
- Know how to apply structure to letters, emails, reports and other business documents
- Have a refreshed understanding of grammar and punctuation
- Be able to demonstrate the skills through practical exercises

# The Course Content

Here's what we cover in our business writing skills course



## **Working/Communication Styles**

- Looking at a range of communication styles and how this will help when using written communication

## **Using Plain English**

- What are the benefits of using Plain English?
- The Fog index and how it helps with your written communication
- Writing tight-keeping things short and simple

## **Making Writing Active and Positive**

- Keeping things writer focussed
- KISS – Keep it short and simple

## **Structuring Your Written Communication**

- How to structure letters, reports and emails
- Best practice for letters, reports and emails
- Getting the grammar right

# Delivery Options

How we deliver our business writing skills course



## Open Training Course

Delivered as a scheduled open training course at 21 locations across the UK and Ireland and as an online training course.

**In-person:** £279.00 + VAT / €339.00

**Online:** £215.00 + VAT / €239.00

Price per delegate.



## In-House

Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Course Locations

Here's where we deliver our open training courses

**Belfast**

**Birmingham**

**Bristol**

**Cardiff**

**Chelmsford**

**Cork**

**Dublin**

**Edinburgh**

**Glasgow**

**Leeds**

**Leicester**

**Liverpool**

**London**

**Manchester**

**Milton Keynes**

**Newcastle**

**Norwich**

**Nottingham**

**Reading**

**Sheffield**

**Southampton**



# In-House Delivery

Train your team. Train your entire company



**We can deliver our business writing skills training course just for your team or organisation.**

1

## **Start with an off-the shelf course**

We'll use the content in the overview as a starting point

2

## **Understanding your needs**

We'll work with you to agree what outcomes you want from the course

3

## **Making it yours**

We will shape the content to ensure the course meets your requirements

4

## **Delivering the skills**

We then deliver the course that we've agreed either in-person or online

## **Make it even more bespoke**

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.



# Online Training Course

Fun, engaging and interactive – delivered online



**Our business writing skills course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere



# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our business writing skills course or would like a quote for an in-house course, then just get in touch.

## Call Us:

**UK: 03333 444575**

**ROI: 015549779**

## Email Us:

**hello@revolutionlearning.com**

## Visit Us:

**UK: <https://www.revolutionlearning.co.uk>**

**ROI: <https://www.revolutionlearning.ie>**

**EU: <https://www.revolutionlearning.com>**