



Revolution

Learning and Development

Course Overview

Business Writing Skills

Course Aims

This course will provide attendees with a toolkit for effective business communications they can quickly apply with confidence.

The session includes a range of activities that will allow the delegates to practice skills, alongside trainer led sessions to introduce the relevant knowledge.

We look at how to plan written communication and what you are trying to achieve from it; how to compose and structure written documents i.e. letters, emails and reports, and how to ensure that grammar and punctuation is correct.

By the end of this workshop attendees 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

Course Content

- Understanding different communication styles and how to reflect this in writing
- Writing in plain English
- Making writing positive
- Structuring written communication.

Course Benefits

Being able to write effective letters, reports and other business documents will get your message across quickly and will give a professional appearance.

Who Should Attend

Anyone who is looking to improve their written communication skills, or make an impact in writing.

Price

Open course - £299 inc VAT per person. Price includes refreshments, lunch and materials to take away.

In-House – Contact us for a personalised quote.

Session Breakdown

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

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call us on 03333 444 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on 03333 444 575.

Booking terms and conditions are available on our website.