
High Impact Writing Skills

If your business documents aren't producing the results you need, this course will get you writing with impact and confidence.

Overview

Clear, concise and professional writing is essential in any business communication. This 1-day writing course will give you the practical skills you need to be competent and confident in your written communications. We will show you how to produce your documents quickly and effectively and get them to the top of the pile.

The methods taught can easily be applied to business letters, executive summaries, business plans and business proposals.

Who is it for?

Anyone who writes business reports in the workplace.

Workshop objectives

By the end of this workshop you will be able to:

- Demonstrate the use of plain English
- Structure a document for maximum impact and effect
- Proof read effectively.

Course topics

- Planning cycle
- 3 Ms of communication
- Style
- Structure
- Essentials of grammar
- Effect of words
- Proof reading
- Pre-course online assessment required.