PROFESSIONAL DEVELOPMENT TRAINING

Business Writing Essentials for the Modern Workplace - 3hours

09 884 0762

REQUEST QUOTE

0.5 DAY COURSE

When creating written communications in the workplace, it is essential that the details of the communication be correct, while the basic layout of the document is appropriate, and the ideas or information is presented logically and effectively.

Business Writing Essentials for the Modern Workplace course teaches participants how to assure the effectiveness of any type of business writing, whether its reports, proposals and even emails, and ensures these documents are written using the correct sentence structure, grammar and formatting.

Participants will learn key business writing skills like planning the document content, writing for the reader, various conversational styles, the use or avoidance of industry jargon and multiple types of document styling.

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.

This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These training courses are facilitated in English, and are open to people from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

What You'll Gain:

This workshop is focussed on creating well written business documents. The course reviews the basic principles that apply to all forms of writing and provides you with a framework through which you can improve your business writing.

The motto of PD Training is to 'Empower Improvement'. We seek to enhance people's work life by providing you with skills that you can utilise immediately back in your workplace. The best way to identify how to utilise these newfound writing skills, is to reflect on the activities that you performed throughout your training and implement them as soon as possible in the workplace.

Outcomes

After completing this course participants will have learned:

- Basic Principles of Writing
- Types of Writing
- Proper Use of Words
- Email Etiquette
- Create Attractive Letters and Proposals

Modules

Lesson 1: Why, Who and What of Writing

- Welcome
- My Writing Landscape
- Starting with 'Why'
- Moving to 'Who'
- Ending with 'What'
- Reflection

Lesson 2: Two Bee or Not to Be – Grammar Has the Answer

- Sentences
- To Write or to be Written
- Pronouns
- Verbs
- Reflection

Lesson 3: Planning What You Write

- The Seven Cs of Writing
- Why Plan?
- Making the Reader Care
- Reflection

Lesson 4: The First Draft

- Conversational Style – Using Plain Language
- About Tone
- Word Choice
- Reflection

Talk to our expert team

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