

# Effective Business Writing

Duration: **Half Day**

Levels: **Suitable for all levels**

Method: **Instructor Led**



## Course Overview

The art of effective business writing can be a daily work place challenge. But challenges aside, it is a critical skill for those committed to being great professional communicators and are committed to ensuring their message is well understood. Knowing how to plan, assemble and then present information to stakeholders can be an intimidating experience when you have a lot of content and you're not sure of how to assemble this into a meaningful manner.

This session will take you through the fundamental aspects of business writing and help you to improve your communication and success in getting your message understood by others. A simple half day filled with practical tips that you will be able to use the very next day.

## This session will cover

- Why written communication is important
- Removing emotions and mistakes from your business writing
- How to find your personal writing style
- Using diagrams and images successfully
- Construction, layout and content
- Grammar, proofing and the final polish

## 5 reasons why you should come to Effective Business Writing

1. You'd like to learn how to improve your communication skills overall
2. You'd like to improve your written correspondence
3. You have difficulty in getting your message accurately across to other people
4. You find constructing reports or critical documents challenging
5. You'd like to learn a few simple techniques to increase your communication success



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it is all about people