



BUSINESS WRITING SKILLS

Course Code: BSE04 | Duration: 1 Day

Course Description:

Effective business writing is essential in the workplace, yet many professionals lack the tools or confidence to craft clear, concise, and impactful documents. This course empowers participants with the techniques and confidence to write with precision, ensuring their message is understood and achieves its desired outcome. Whether it's emails, reports, or proposals, you'll learn how to refine your grammar, structure, and tone for maximum impact.



Who Should Attend Business Writing Skills Training?

- Project Coordinators
- HR Professionals
- Marketing Specialists
- Technical Support Staff

Benefits From Attending The Training:

- Save valuable time and effort by mastering clear and concise writing techniques
- Develop efficient writing practices that enhance workplace collaboration
- Improve communication clarity to increase customer satisfaction and trust
- Strengthen your organization's public image with polished and professional written content

Course Contents:

- **Understanding:** Recognize the differences between written and verbal communication and adapt
- **Interpretation:** Effectively interpret data and feedback, and represent it clearly in report form
- **Structure:** Understand and apply the structure of business documents in everyday tasks
- **Effective Listening:** Develop active listening skills to gather and convey information accurately
- **Punctuation:** Master key writing fundamentals to produce polished, professional content
- **Prioritizing Information:** Learn to prioritize essential details for clear, concise communication
- **Short Notes and Memos:** Develop skills for creating brief, impactful notes and memos
- **Action-Oriented Letter Writing:** Write letters that drive actionable results and outcomes
- **Report Creation:** Produce comprehensive and professional business reports

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***