

Business Letter and Report Writing

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Impressions about you and your organisation often depend on how well you communicate in writing. Effective writing always requires careful consideration of the reader and how you present your message. A good report has a logical structure, is clear and concise and supports decision making. In this hands-on workshop, you will learn and practice proven writing techniques that will help you:

- Put your words to work for you
- Understanding how to write letters and reports
- Express your personality on the page
- Focus on your key message
- Write ideas in clear language avoiding jargon, unnecessary words, phrases and conjecture
- Understanding the rules and techniques to accurately use punctuation, spelling and grammar
- Make the writing process faster and more comfortable

Who Will Benefit?

Anyone who wants to improve their written communication

Course Outline

- Selecting, planning and organising written communication
- Identifying and defining the strategic message
- Selecting information the reader needs to make a decision
- Creating sentences that are readable and clear
- Punctuation, grammar and spelling – the rules and techniques
- Getting rid of excess words, phrases, jargon and conjuncture
- Grabbing the reader in the opening and the closing
- Using the appropriate format to help your readers navigate your documents
- Selecting words that move the reader to action
- Choosing your personal tone and style
- Writing exercises

Duration

1 Day



Contact Us:

Mill 3 Unit L4F
Pleasley Vale Business Park
Pleasley
Mansfield
Notts NG19 8RL

T: 01623 811 935 F: 01623 811 957

www.xceedtraining.co.uk

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