

Course overview:

Business Writing

(S351eng)



the courseware
company

www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

This 1-day course will enable students to learn report writing skills, enabling them to generate clear and concise reports.

Who should attend?

All students who are required to produce reports as part of their regular tasks.

Course prerequisites

There are no prerequisites for this course.

Writing skills

- Basic writing skills • Effective sentences and paragraphs

Writing specific messages

- Business letters and reports • Writing opinionated messages

Understanding proposals

- Proposals • Client-focused proposals

Letter proposals

- Writing a letter proposal • Visually appealing proposals

Formal proposals

- Structuring formal proposals • Visual elements and editing

gtslearning, 1998-2004. All rights reserved. All trademarks are the property of their respective owners
