



Advanced Writing Skills

This is a one-day workshop devoted to writing letters of congratulation, of persuasion, of refusal or of action that reflects current word usage and up-to date formats. Participants will also learn how to write professional memos that are brief but concise, clear yet direct, complete and correct.

How You will Benefit:

- Learn the value of good communication
- Revisit the rules of good grammar and clear communication Develop an appropriate letter-writing style
- Improve sentence construction and paragraph development
- Develop effective business letters for tough situations
- E-mail etiquette
- To apply these skills in real work applications.

What You Will Cover:

- ▶ How to make your writing clear, concise,
- ▶ Guidelines for Effective Business Writing
- ▶ How to Write Business Letters
- ▶ Business letter format
- ▶ 7 Ways to Simplify your Writing
- ▶ Sentence and paragraph construction
- ▶ How to Write a Report or Proposal
- ▶ How to Write a Business Case
- ▶ How to Write an Request For Proposals
- ▶ E-mail Etiquette

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. *Prices
and dates are subject to change.