

OUTLINE

Advanced Writing Skills

Lesson 1

Course Overview

- Getting to Know the Participants
- Learning Objectives
- Personal Objectives

Lesson 2

The C's of Writing

- Writing Clearly
- Writing Concisely
- Writing Correctly

Lesson 3

Writing Mechanics

- Building Paragraphs
- Proper Paragraphs
- Individual Exercise

Lesson 4

Dealing with Specific Requests

- Information Requests
- Letters of Recommendation
- Letters Refusing Requests
- Letters of Persuasion
- Hands-On Practice

Lesson 5

Preparing Business Documents

- Write a Business Case
- Requests for Proposals
- Writing Reports
- Where would you start

Lesson 6

Editing Techniques

- Applying what you have learned

Lesson 7

Workshop Wrap-Up

- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au
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