



## Advanced Writing Skills

This is a one-day workshop for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. You can also learn some basics about online writing.

The advanced writing skills training session is for those with a good level of business writing skills. It improves readability as we discuss the mechanics and techniques behind advanced writing.

Our team can tailor the session to suit your needs and team needs.

## **Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

This one-day workshop will help you teach participants how to:

- Make their writing clear, complete, concise, and correct.
- Improve sentence construction and paragraph development.
- Deal with specific business requests.
- Thoroughly document sources that they use in their writing.

## **The Cs of Writing**

All writing should be clear, concise, complete, and correct. We will look at each of these elements in detail during this session.

## **Writing Mechanics**

In this session, participants will take a close look at the proper length of paragraphs, what a paragraph should contain, and how to order paragraphs.

## **Dealing with Specific Requests**

Often people are asked to respond to a request for information or to write a particular letter (of recommendation, for example). We will discuss some tips to keep in mind when writing one of these particular documents. Participants will also get some hands-on practice with writing letters of request.

## **Online Business Communications**

This session takes a look at blogging, social media and proper documentation of sources.

## **Editing Techniques**

To conclude the workshop, participants will apply what they have learned to their own writing.

## **Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725