



“Business Writing That Works” Training

We all recognize the power of writing. It's the captivating book we can't put down or the unforgettable poem that lingers in our minds. It's also the speech that completely transforms our perspective, on the world. Writing well requires language, a point of view and well crafted arguments. It's undoubtedly challenging, for writers. However with practice you can gain confidence in your writing abilities. This workshop aims to equip participants with the skills to become writers.

Course Overview

The initial part of this training will focus on introductions and establishing a rapport with participants. We will also discuss their learning objectives.

By the end of this course each participant will achieve;

- A solid understanding of the importance of written communication.
- The ability to proofread and refine their work to ensure precision, clarity, conciseness, completeness and correctness.
- Practical application of these skills in real world scenarios.
- Familiarity with formats, for memos, letters and emails.

Why should we bother with writing?

Many individuals hold the belief that writing's burdensome and something that can be delegated. However in this program participants will discover the value and importance of writing.

The Four Cs

During the part of the program we will delve into what we call the four Cs; clarity, conciseness and completeness. Participants will have the opportunity to practice these principles through engaging writing exercises.

Word Agreement

In this session participants will explore word agreement through a lecture and a practical writing exercise.

Active and Passive Voice

We all know that active voice is preferred when it comes to reading written content. In this session we will not practice using both passive voices but also engage in discussions surrounding their usage.

Sentences and Sentence Types

This particular session focuses on understanding paragraph and sentence structures. Participants will gain insights, into how to structure their written work by applying this knowledge through writing exercises.

Business Letter Writing

To kickstart this session three lectures will be provided on the step by step process of composing business correspondence. Additionally participants will analyze sample letters to identify types of business letters along with their components.

Writing Emails Effectively

Given that email has become a mode of communication both at home and in professional settings it is crucial to master effective email writing skills. Participants in this program will learn strategies, for managing emails efficiently while crafting messages.

Spelling and proofreading

Spelling and proofreading are crucial, for ensuring that a writers hard work doesn't get undermined. In this workshop attendees will gain the ability to identify spelling errors and enhance their abilities.

Wrap-Up

Towards the end of the session students will have the opportunity to ask questions and devise an action plan.

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