

Writing for Business

Clear, concise, effective writing puts you in control and gets you noticed

From the Top

If you ever get colleagues querying something you've written, or just have the feeling that what you write isn't as clear and professional as you'd like it to be, then this is the perfect opportunity to sharpen up your skills and become a writer with a reputation for clarity and style - with economy.

Following plain English guidelines, this one-day course is designed to improve your business writing skills so that you achieve the best results from all your written communications, including letters and e-mail.

Sounds Good – How Does It Work?

If you already have some experience of writing letters and other documents for business and now need to develop greater confidence in your writing skills, then this course is for you. If you would benefit from a refresher in some of the basic rules of punctuation and grammar and in how to construct letters, reports, proposals and other documents for readers with a wide range of information needs, then this course will give you the tools for the job.

Attending this workshop will increase your ability to write clearly and concisely, by providing you with opportunities to practise planning, structuring and writing documents for business. During the course, your trainer and fellow delegates share ideas through group discussion, practical exercises and by reviewing your own work documents.

By the end of the course you will be much better-equipped to:

- Establish the objectives of your correspondence
- Identify the needs of the reader
- Plan and structure business communication effectively
- Avoid common grammatical and punctuation mistakes
- Produce documents in a clear, concise style using plain English
- Communicate your message convincingly

Even - or especially - today, when so many people are coming in to business without the fully-developed skills that the education system should have provided, poor writing skills stand out and can hold back career progression. A Today's PA 'Writing For Business' course is the perfect opportunity to learn how to do your job better and eliminate an unnecessary obstacle to your success.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.