

Business Writing

Course Duration: 1 Day



Course Overview

Writing is a key method of communication for most people in a business environment and it's often an area that people struggle with. Writing and communication skills have degraded with more and more people communicating through email and text messaging. Effective business writing skills are critical in the business world for many reasons; including, portraying a professional image, presenting a polished image in marketing brochures, winning business through a tender plus many more.

Workshop Objectives:

- Gain a better awareness of common spelling and grammatical issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques in writing agendas, email messages, business letters, business proposals, and business reports.
- Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases.
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.
- List guidelines in printing and publishing business writing.



Further information

For further information about this course please contact an AGT

Learning & Development Consultant on 1300 784 408

A full list of courses can be found at www.agt.edu.au

