Report & Letter Preparing & Writing

Date	Venues	()Fees	Book your seat
31 Dec -31 Dec 1969			

Course overview

The report and letter writing training course teaches trainees how to write a business report that people understand and take seriously. It is both informative and practical, with excellent back-up course notes to form a valuable reference source for the future. A course that is completely up-to-date and suitable for everyone in business who has to communicate using the written word.

Course objective

- To provide appropriate guidelines and to appreciate the major different forms of letters and reports.
- To compose and punctuate grammatically correct sentences.
- To appreciate brevity, clarity and accuracy in written communication.
- To improve overall capability in producing written communication.
- To individually practice the art of memos writing and meetings minutes

Who should attend?

Staff of all levels who need to be able to express their ideas clearly and effectively in English.

Course outline

- Pre-write
- Prepare the Information
- Organize the Writing
- Introduce the Content
- Write a Clear Document
- Write a Conclusion with Impact
- Write Clear, Effective Sentences, Paragraphs, and Words
- Prepare a Polished, Correct Final Draft
- Practical Sessions on Writing Reports Based on Different 'Work Related' Scenarios

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies

- Workshops
- Games & Role plays

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