

Written Communication

Course length: 3.5 hours*

Course Code: 100594BT036

This course will give you the skills you need to create correct and professional business correspondence.

Benefits for the Learner

Very few managers receive formal training in how to express themselves in writing – yet it is one of the most important ways that people in business communicate!

This course takes you back to writing basics so that you can be confident that the e-mails, business letters, memos and reports you produce enhance rather than damage the reputation of your company.

Benefits for the Business

Every piece of written communication sent from your organisation says something about who you are and how you go about your business. Poor grammar, spelling errors, shoddy presentation and the incorrect choice of words can seriously damage your image!

This course has been developed because it is vital that your managers have all the written communication skills they need to build and maintain a professional image for your company.

What You Get From This Course

Having completed this course, you will be able to:

- Understand the importance of writing effective business communications
- Identify the different forms of written communication and know how to use each of them
- Recognise good and bad examples of writing
- Write more clearly and professionally

What Does the Course Cover?

- Effective written communication
- Presenting written communication
- Choosing your words

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours 30 minutes to complete.

*Courses are accessible for six months from the date of purchase.