College Africa Group - Business Writing That Works

In writing, it is important to make sure your message is easy to understand, that you have included all the necessary information, and that the points are expressed clearly.

In business writing, it is also essential to convey information in a professional and courteous manner using proper formatting. Learn how to perfect your business writing in this one-day workshop.

While there are many types of business writing, this workshop will provide tools to write effective memos, emails, and letters, as well as briefly touch on reports and proposals.

This one-day workshop will teach participants how to:
- Write and proofread your work so it is clear, concise, complete, and correct.
- Apply these skills in real world situations.
- Use language that is courteous.
- Understand the proper format for memos, letters, and emails.
- Determine whether your writing can be easily understood by your intended audience.

The 4 C's: Clear, Concise, Complete, and Correct
Good writing must be clear, concise, complete, and correct. In this session, learn how to write with these principles in mind.

Manners and Courtesy
Courtesy is an important part of good business writing. During this session, participants will learn ways to make their writing respectful and polite.

Writing Memos
Memos are another challenge that many writers face. Participants will look at parts of a memo and complete a fun exercise.

Writing Effective E-mails
Mostly everyone today uses email to communicate at work and at home. This session will give participants some tips on writing effective emails and managing email.

Reports and Proposals
Reports and proposals are two important types of business writing. In this session, an overview of the steps involved with writing these pieces is presented.

Writing Business Letters
This session reviews the steps for writing a business letter, types of letters, and the parts of a business letter. Participants then examine samples of business letters to determine the type and the parts of each letter.

Readability Index
The readability index determines the difficulty level of a written piece. Participants will apply the index to a sample and to their own work.

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Proofreading

Participants learn about checking the grammar, spelling and punctuation in their written pieces, and then review their pre-assignment.

Reviewing Your Writing

In this session, participants complete a final review of their piece of writing.

Contact

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