



MICT SETA accredited ACC/2011/07/066 Est. October 2003

## **College Africa Group – Advanced Writing Skills**

This is a one-day workshop for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. You can also learn some basics about writing business cases, proposals, and reports.

Participants must complete the *Business Writing That Works* course before taking this workshop.

This one-day workshop will teach participants how to:

- Make their writing clear, complete, concise, and correct.
- Improve sentence construction and paragraph development.
- Deal with specific business requests.
- Create effective business cases, proposals, and reports.
- Thoroughly document sources that they use in their writing.

### **The C's of Writing**

All writing should be clear, concise, complete, and correct. We will look at each of these elements in detail during this session.

### **Writing Mechanics**

In this session, participants will take a close look at the proper length of paragraphs, what a paragraph should contain, and how to order paragraphs.

### **Dealing with Specific Requests**

Often people are asked to respond to a request for information or to write a particular letter (of recommendation, for example). We'll discuss some tips to keep in mind when writing one of these particular documents. Participants will also get some hands-on practice with writing letters of request.

### **Preparing Business Documents**

Another common task is to write a business case, request for proposal, or a formal report. Where would you start? We will provide some guidelines that will help with these tasks.

### **Editing Techniques**

To conclude the workshop, participants will apply what they have learned to their own writing.

#### **Contact**

**Arnold Muscat**

**Direct 083 778 4903**

**Email: [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com)**

**[www.collegeafricagroup.com](http://www.collegeafricagroup.com)**



Address: 22 Amaryllis Grove  
Northdene  
Durban 4093  
[www.collegeafricagroup.com](http://www.collegeafricagroup.com)