the writing business

07 5590 5522 info@thewritingbusiness.com

Business Writing Courses – 2006/07

Our courses are tailor-made for each client, providing the tools your team needs to write and communicate more effectively in a business environment.

The course lasts for one day (9-4), but attendees are invited to submit a piece of writing a few days before so that we have the opportunity to assess each individual's level and specific needs.

What we offer

Effective communication skills are more important than ever as people struggle to keep on top of daily tasks, such as responding to emails, writing business plans or preparing memos.

Written communication remains at the core of business life, and a poorly composed letter, for example, can damage a company's reputation.

This course provides the essential tools needed to be able to write quickly and accurately.

At the end of the session attendees will:

- Understand the tools needed to communicate clearly
- Identify styles of writing required for different audiences
- Plan and organise documents
- Avoid jargon and be familiar with simple grammatical rules

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How we offer

Our courses are practical, with attendees encouraged from the start to write in real-life scenarios – we want them to be able to put what they learn into practice as soon as they get back to their desk, so it is important that prior to the session we consult with you on how we can design the day to be the most rewarding and valuable experience.

However, these are some of the essential subjects that will be introduced:

- Writing actively
- Developing a style
- Email etiquette
- Design of documents
- The importance of re-reading
- Organising and planning
- Punctuation and grammar

The Cost

Our experience shows that it is best to conduct the course at or near the client's own office, limiting disruption to work and ensuring attendees receive the most out of the day. We can arrange a venue to suit your budget if required.

Per individual	$ 600	
For groups of 4 or more	$ 525 (per person)	[exclusive of GST]

The price includes a pre-assessment of attendees' work, a style manual to keep, and two post-session consultations via email (optional).

Each course is designed for you, and we will consult prior to the session to learn just what it is you want to achieve for your staff, as well as offering our own input and experience.