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Business Writing Skills

This course is designed to improve the way in which reports are written. It is important that we always record the facts clear and concise never leaving it open to interpretation.

The course will involve bespoke work for your own individual company needs but will also include the following generic subject areas

Reduce misunderstandings by clarifying your aims – and the needs of your reader

Your written communication says everything about your organisation. This practical workshop begins by analysing five vital barriers that prevent successful communication between writers and readers.

Learn the secrets of structuring reports and internal memos

Too often written communication is muddled. This seminar shows you how to write good openings, make clear points and write effective endings. You'll also learn how to keep it simple and short.

Develop confidence when using words and grammar

Confident report writers use words and grammar as the tools of their trade. They avoid repetition and jargon – and understand simple English, yet clear, concise and detailed.

Reports must be clear about why they were written; they must adhere to clear terms-of-reference and be at the right level for the reader.

This workshop also covers

- The professional letter (when appropriate)
- The use of the apostrophe
- Using the Fog Factor – reducing waffle
- Layout and presentation of the work
- Written responses to complaints
- Proof reading
- Practical exercises
- Basic grammar
- Data Protection and Confidentiality (What the law says)
- Structuring the report

