**Writing Skills - Fundamentals**

All organisations need to convey a first class professional image in every way to stay ahead of the competition. Your professional reputation can be enhanced or ruined by the documentation that you write and, as organisations become more communication driven, it is paramount that all pieces of written documentation are faultless. Not only do you need to ensure that you get your message across, it is fundamental that the language used is simple plain English and that the style, content and message of your documentation is concise, correct and appropriate.
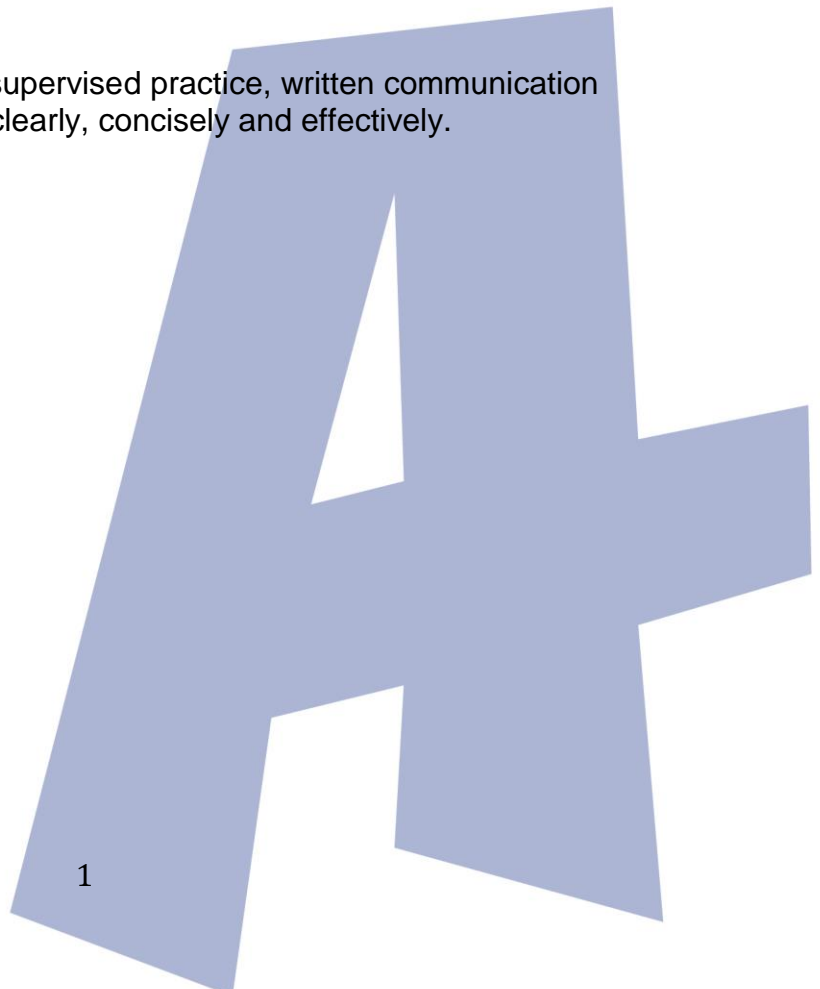
These 3 courses provide a framework to assist in written communication, enabling the delegates to produce effective written communication that meets its objective. The courses are highly practical to give delegates the opportunity to apply all the techniques covered. It will give immediate guidance on how to improve style and skill in writing business documentation and delegates will return to work ready to apply practical ideas, proven techniques and give attention to their written communication.

### Who will the course benefit?

Staff from all disciplines who are called on to communicate their ideas in written formats.

### Course Objectives:

To develop and improve, through supervised practice, written communication skills so that ideas are expressed clearly, concisely and effectively.

**Advocate**
TRAINING AND
CONSULTANCY

**Module 1**

**Business Writing Fundamentals**

This workshop will focus upon the fundamentals of producing good written communication. Ensuring that you get your message across and the fundamental principle that the language used is simple plain English. The course will develop and improve, through supervised practice, written communication skills so that ideas are expressed clearly, concisely and comprehensible manner. It will give immediate guidance on how to improve style and skill in writing

**Course Duration**: Half a day

**This course will enable delegates to:**

- Express yourself in a clear, concise and professional business manner.

- Establish the use of grammar, punctuation, sentences and paragraphs.

- Keep their communication simple – avoiding jargon, slang, clichés and complicated vocabulary.

**Course Content**

**Writing the communication**

- Using plain English
- Writing styles
- Paragraphs
- Use of words
- Structure of sentences
- Creative writing
- Developing style
- Irritators
- Jargon
- Accurate use of language
- Punctuation
- Grammar