



Business Writing Skills for Corporate Literacy

The Business Writing Skills Course is designed for Australian born and overseas born business professionals. The course is based on using writing that speaks to your reader. The seminar focuses on applying plain English principles to the writing process; enabling all walks of business communicators to achieve clarity and simplicity in their corporate communications.

Would you like to:

- Gain confidence in written communication
- Identify common errors made in business writing
- Address inconsistencies in your own writing
- Avoid writing in a confusing and disengaging manner
- Examine the process of logical writing

Every word, phrase, sentence and paragraph reflects the control you have over your knowledge of the client. Every misspelt word, clumsy phrase, incomplete or rambling sentence and ponderous paragraph makes the client doubt your ability to best fulfil their needs.

The bottom line is writing simply to achieve the highest level of professionalism and the greatest impact on your audience.

Corporate Group Tuition

Small group tuition balances the needs of individual learners with group and corporate requirements to ensure that all learners improve their own skills within a group. Fixed price tuition can be designed to suit your preferred agenda, duration and course length.

Length and Format

Format	When	Duration	Length
Plain English Writing Skills	Monday – Friday By Appointment	½ -1 Day	4-8 contact hours
Advanced Plain English Writing Skills	Monday to Friday By Appointment	2 Days	16 contact hours

Course Features

- Improving your Corporate Literacy
- Plain English Writing Skills
- Understanding the writing process
- Applying scaffolds to Business writing
- Understanding the benefits of reader centred writing
- Recognising and correcting inconsistencies in your writing