



Better Business Writing Skills

Improve your English Writing and Better Achieve your Objectives

► Training Details

Online Training Course Overview

Would you like to improve your written communication? This Anderson online training course will give you the skills and knowledge to write faster, clearer and more impressive documents. This includes emails, reports, blogs and online posts. The online training course is designed for those who want to develop their style of writing and sharpen their impact. The content will apply to emails, letters, reports, sales tenders and proposals.

Online Training Course Objectives

By the end of this Anderson online training course, you will be able to:

- Know how to Improve almost any document or email by using a style that radiates competence and courtesy, and that saves you and your reader time
- Know techniques for editing and proof-reading
- Know the best way to structure your articles, blog posts, documents, emails and reports
- Know email etiquette – the do's and don'ts of email writing and sending

Designed For

This Anderson online training course is suitable to a wide range of professionals but will greatly benefit:

- Professionals who want to learn techniques to improve their writing skills
- Team leaders, supervisors, section heads and managers
- Professionals who have an interest in written English
- Anyone who wants to become a leader in their work role
- Project, purchasing, finance & production officers and personnel
- Technical professionals including those in Maintenance, Engineering & Production
- Secretaries, clerks, administrative and support staff

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Amongst a wide range of valuable topics, the following will be prioritised:

- Master the ABC principle of accuracy, brevity and clarity
- Learn the four stages of writing and apply them to your work
- How you can produce clearer, shorter, more accurate emails and documents
- How to write any document or email allowing for the audience and your objectives
- Applying a 'plain English' style that radiates competence and courtesy
- Use more effective openings and endings
- Ensuring your writing avoids jargon, vagueness and overuse of the passive voice
- Email etiquette – the ten do's and don'ts of email sending
- How to use the right style and tone when delivering bad news or apologising
- Editing techniques and skills practice to get your documents right the first time
- Proofing reading techniques and skills practice
- Techniques for presenting data, pricing and statistics

► Preview

First Session : 11:00 - 12:30 1st Break

: 12:30 - 12:45 Second Session :

► The Certificate

Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course

► INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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