

Duration **2 days**

Overview

This course will encourage delegates to examine and evaluate their own formal written skills.

We take an interactive approach, using a variety of teaching models including lecturer input, individual and group exercises to teach tips and techniques which improve delegates' skills in producing better and more impressive written reports.

Recommended for

Staff who want to brush up their written communications in English. It is particularly applicable to those who have to write formal reports.

Prerequisites

A reasonable degree of fluency in spoken English and some experience of the business world.

Objectives

At the end of the training the delegate will be able to successfully:

- Identify the purpose of and audience for specific written communications
- List and apply the elements conventionally included in a business report
- Apply techniques to improve the visual impact of a report

using the documentation and support provided.