

**Duration**    1 day

### **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.