



Better Business Writing

Ideal for people new to business writing and those who want to improve their skills, this course outlines the basics of good business writing. Learn to plan and produce clear, accurate, logical and reader-appropriate e-mails, letters, memos and short reports using 'plain English'.

Designed for

Anyone who is new to business writing or who wants to refresh and update their writing skills.

Course outcomes & benefits

- Write clearly and in a confident style
- Make your written communication stand out
- Write effective and informative reports
- Write convincing letters and business proposals
- Generate positive business relationships

Course content

- Define effective written communication
- How to plan and organise written communication
- The principles of 'plain English'
- Gender neutral business writing
- Using the appropriate style and tone
- Reader focused writing
- Commonly confused words
- Conventions
- Writing and editing exercises
- Steps for effective letter writing

Duration & course dates

1 day 06 April; 10 June; 14 August; 27 October

Investment

\$450

Assessment

There is no assessment on this course.

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BS4WS

LEARN4LIFE

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