Write Effective Business Documents -1 day

WIZARD
CORPORATE TRAINING & SOLUTIONS

Pre-requisites

There are no pre-requisites for this course.

Description

Do you need to:

- Develop powerful written documents that draw readers in and keep them motivated to continue to the end?

We all know that writing is one of the most important methods of business communication for most people, whether its e-mails, proposals, or major reports. Lots of people struggle with the construction of these. Sometimes it's because they don't have to do it very often so therefore it doesn't flow as easily as they would like, sometimes because they are new to a role.

By course completion, participants will explore all stages of professional writing, from planning through to development of the first draft, writing, reviewing and presenting.

Aim

The aim of this course is to assist participants to develop the skills and knowledge required to plan, draft and write structured, clear and concise business documents.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- To plan documents to determine the purpose, appropriate format and communication mode
- Understand your audience need's and draft text incorporating available data, information and knowledge according to proposed structure and content
- Create a Mind Map to highlight information that may be missing for the draft

- Learn how to structure business documents such as reports, letters and emails using design elements appropriate to your audience and purpose

Topics Covered

Key topics covered on this course include:

Prioritisation

- What gets in the way?
- Eisenhower's Urgent/Important Principle

Document types

- Types of Documents
- The future of the Document is the future of Mail

Planning your Business Writing

- How to create Effective workplace writings
- Structure
- Inductive patterns vs. Deductive patterns

Business Language and Style

- Plain English
- Clarity of Layout
- Positive language

Business Language and Style

- Email Etiquette

The Writing Process

- Prewriting / Mind Map
- Writing / Revising
- Editing
- Publishing

The Document Plan

- 10 Writing Exercises to Tighten your Writing

Accessibility and Inclusivity

- Audience diversity
- Why Punctuation Matters