

BUSINESS WRITING SKILLS



 Delivery:
Face to Face or Virtual

 Duration: Full day

 Maximum Participants: 12

 Recommended for:
Anyone required to compose
written communications
internally and externally

 Fully Pre-qualified on:
buy.nsw Supplier Hub,
VendorPanel and AusTender

Create more compelling and succinct business communications

Through theory and a series of practical exercises this workshop provides the tools and techniques to write more effectively – making it easier for readers to understand your message.

WORKSHOP CONTENT

Designed and facilitated by a former journalist, this workshop provides participants with the knowledge and skills to craft compelling and professional business correspondence – writing clearly and with impact – with simple but effective language, structure and layout.

LEARNING OUTCOMES

Upon completion of this workshop, participants will be able to:

- Understand appropriate formats (utilising Agency templates and protocols) and essential components of business letters, e-mails, briefings and reports
- Plan their writing - understanding purpose and audience, structure and style
- Write in Plain English clearly, concisely and with impact

- Identify barriers to effective writing
- Understand language, punctuation and grammar
- Use tone and active voice
- Use structure effectively
- Understand requirements for report writing and briefing notes
- Write effectively to deliver bad news
- Edit and proofread
- Avoid commonly confused words
- Recognise American and Australian spelling differences

WRITE CLEARLY AND WITH IMPACT TO EFFECTIVELY CONVEY YOUR MESSAGE

Cut through with effective communications to ensure your message is received and understood with clarity.

NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results

RELATED WORKSHOPS ALSO AVAILABLE:

- Brief Writing Skills
- Communication Skills
- Presentation Skills

“ Great workshop. The layout structures are very helpful as is the reference book. Department of Communities and Justice ”