

# BUSINESS WRITING SKILLS

**Delivery:**

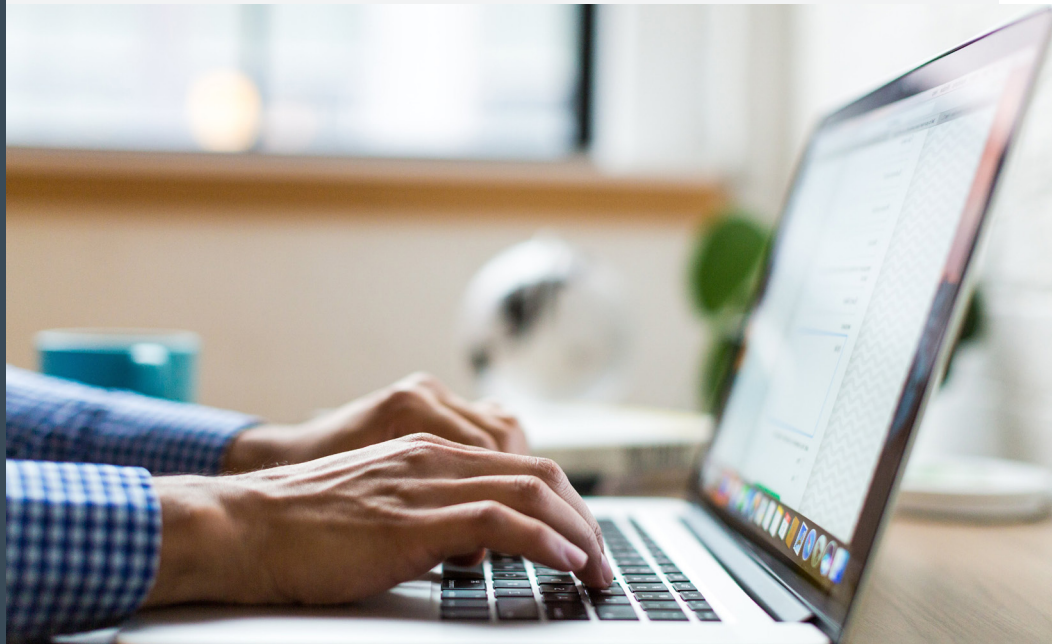
Face-to-Face or Virtual

**Duration:** Half-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 preparation, language, structure and layout.

### LEARNING OUTCOMES

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

- Understand appropriate formats (customised to 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 and overcome barriers to effective writing
- Understand language, punctuation and grammar
- Use tone and active voice
- Structure effectively
- Understand the requirements for report writing and briefing notes
- Write effectively to deliver bad news
- Edit and proofread
- Avoid commonly confused words

### 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 AVAILABLE:

- Brief Writing Skills
- Effective Communication Skills
- Presentation Skills
- Influencing Without Authority

“ Great workshop. The layout structures are very helpful as is the reference book. ”

Department of Communities and Justice