



## Business Writing

### Aim

The need to prepare and produce clear concise and correctly written communications in business is essential. This workshop looks at the need for clear communication techniques and the composition of letters and memos.

### Agenda

- Communication
- Barriers
- Grammar
- Punctuation
- Editing
- Proof reading
- Use of technology
- The needs of the reader
- The aim of the letter
- Basic steps
- Planning
- Writing
- Practical exercises
- Formatting
- Proof reading for the message

### Resources

- Training manual

### Length

1 Day Workshop

### Location

First Floor, 186 Hutt Street,  
Adelaide SA, 5000

Or In-House For Staff Development

### Pre-requisite

None

### Class Size

8-15 per class

### Trainers

Julie Clifford  
Catherine Logue  
Trevor Keeling

### Dates

By Appointment



**Training For Learning**  
realise your potential

P +61 8 82270310

F +61 8 82272496

E [trainingforlearn@ozemail.com.au](mailto:trainingforlearn@ozemail.com.au)

[www.trainingforlearning.com](http://www.trainingforlearning.com)