

High-impact business writing course

People today are busier than ever, and getting their attention is almost as difficult as persuading them to part with their money. Finely tuned business-writing skills give you a real advantage when you need to get people to sit up and take notice.

Make everything you write count

In this intensive, practical session, we'll show you how to produce effective business writing quickly, and get your documents to the top of the pile. You can apply the methods we teach to all areas of your business: proposal writing, reports, procedures, letters and emails.

Work on your own writing

Everyone has their own writing style, so we'll first ask you to send in a document for one of our business-writing experts to analyse. Then we'll produce a graph to show you which skills you need to concentrate on to make the biggest impact with your writing.

Who is it for?

This course will benefit anyone who has to write at work – whether it be letters, reports, proposals or feedback. Our courses for individuals are a great way to train only one or two people, or to sample our training before bringing it in-house.

Where is it held?

We run this course at Etc venues in central London, Birmingham and Manchester.

Why it works

- Pre-course writing analysis identifies the areas you need to work on.
- Small-group training (ten delegates per course) ensures you get individual attention.
- Follow-up support includes access to a free telephone and email helpline for a year.
- The optional post-course analysis makes sure you're applying what you've learnt. We can also write a brief action summary to tell you where to focus your efforts now.

What you'll learn

On this one-day course you will learn how to:

- set a clear objective
- build a logical structure
- get your key messages across
- choose an appropriate style
- establish and build rapport
- keep readers reading
- make your writing more readable
- write confidently and clearly
- construct sound, clear sentences
- use punctuation logically and helpfully
- be sure of your grammar
- leave a positive last impression.

Course programme

High-impact business writing course

9.30 Introduction

- Welcome
- Course overview
- Why good writing pays off
- Putting the reader first
- Having a clear objective

10.45 Coffee

- Getting started
- Overcoming writer's block
- Assembling the facts
- Writing effective letters and email
- Building a persuasive argument
- Structuring longer documents
 - Making the information flow
- Intros and endings
 - Building rapport quickly
 - Making endings memorable

1.00 Lunch

- Improving readability
 - Reader-centred writing
 - Making your writing active
 - Writing in plain English
 - Structuring your sentences for easy reading

3.30 Tea

- Confident grammar
- Perfect punctuation
- Effective proofreading

Summary

5.30 Close

Get your documents read: discover how to grab readers and keep them reading