
BUSINESS WRITING

"Clarity in business writing is not a luxury"- Sir Richard Branson

This course will teach you how to apply principles of good business writing to your work, deploy simple tools to dramatically improve your and communicate more masterfully than ever.

Overview

A lot of the day to day tasks depend heavily on the written communication, such as E-mails, reports, memos and more, therefore writing in an effective way will increase productivity, efficiency and credibility within your organization.

HOW THIS COURSE WORKS

This business writing course teaches the essential business writing skills business people are using today to write clear, effective, professional business writing, including email, memos, letters, reports, and other documents. It explores a structured approach to business writing that makes writing easier and guides participants through the content.

WHAT YOU WILL LEARN

- Types of business writing
- General principals to business writing
- Spelling & grammar guidelines
- Dealing with difficult topics
- Taking meeting minutes
- Using the E-mail properly and efficiently

WHAT YOU WILL RECEIVE

IN THIS COURSE YOU WILL RECEIVE THE FOLLOWING:

- Course Workbook
- Feedback & Action Plan
- RedRock International Certificate of attendance

The Experience:

Writing
Building Relationships
Planning
Communication

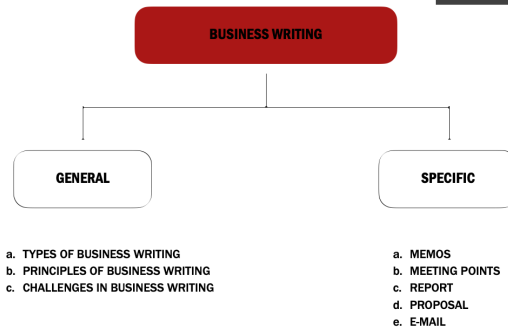


Duration

Two days

See our website for more details

COURSE MODEL



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