

Advanced Writing Skills

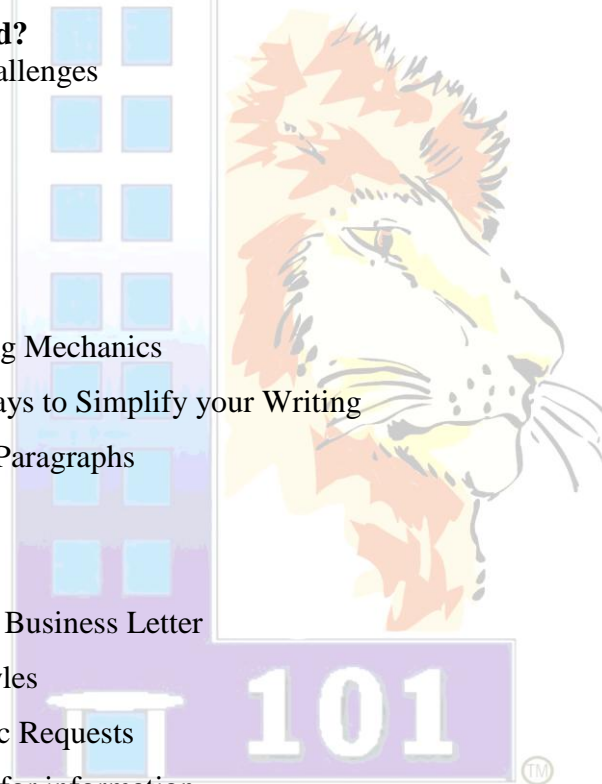
This workshop is for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal or of action, that reflect current word usage and up-to-date formats. You can also become more skilled at writing business cases, proposals and reports and learn a bit more about e-mail etiquette.

Workshop Benefits:

- Learn the value of good communication
- Revisit the rules of good grammar and clear communication Develop an appropriate letter-writing style
- Improve sentence construction and paragraph development
- Develop effective business letters for tough situations
- E-mail etiquette
- To apply these skills in real work applications.

What Will Be Discussed?

- ✓ Top Ten Writing Challenges
- ✓ The Three C's
 - Clear
 - Concise
 - Correct
- ✓ Grammar and Writing Mechanics
 - Seven Ways to Simplify your Writing
 - More on Paragraphs
- ✓ Readability Index
- ✓ Writing Letters
 - Parts of a Business Letter
 - Letter Styles
- ✓ Dealing with Specific Requests
 - Requests for information
 - Letters of Reference (Recommendation)
 - Letters of Refusal
 - Letters of Persuasion
- ✓ E-mail Etiquette
- ✓ Business Documents
 - Business Cases



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- Requests for Proposals
- Writing Reports
- Documentation
- ✓ Personal Action Plan

