

# Skills

## Course

### BUSINESS WRITING SKILLS



R 1,300 incl VAT (Non-WHC)

R 840 excl VAT (WHC)

Discounts apply to groups



Classroom based

(available online from April 2021)



1 day

Through technology everyone in the workplace has become a writer and writing is a highly visible skill. Most organizations produce an increasing amount of written communication in the form of emails, reports, proposals, and websites. When you send an email or other written communication, it is out there for people to see and the communication must therefore be clear, concise, and easy to digest.

Good business writing saves time and money. It prevents mistakes and helps solve problems. It bridges time zones and culture gaps, connecting people. The course has 5 modules including a "Test your knowledge" at the end of each module:

- Introduction
- Module 1: The Golden Rules of Business Communication
- Module 2: Common Problems in Business Writing
- Module 3: Email Etiquette and Format
- Module 4: The Format of a Letter and Memorandum
- Module 5: The Format of a Report



At the end of this course learners will have a better understanding of:

- the value of good written communication,
- the proper format for memos, letters, reports, and emails,
- email etiquette,
- the importance of spelling, proofreading and use of proper grammar,
- the use of practical language.



At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.

"If you can't explain something simply, then you don't understand it well enough." - Albert Einstein



Individuals and teams who would like to refine or improve their business writing skills.



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