

# Course Content

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## Modern Business Writing

### Why attend?

The Modern Business Writing Skills Course teaches the best practices for business people who need to write clear, effective and professional business documents in the form of e-mails, memo's letters, reports and minutes.

### How long is this course?

2 Days

### Who should attend?

All staff members that require professional and effective writing skills. This course will enable learners to communicate clearly, using simple yet professional documents that are easy to read and comprehend.

### What will be covered?

- ◆ Identify and collect information to produce a document
- ◆ Compose written documents
- ◆ Organise and structure documents in a logical order
- ◆ Present written documents
- ◆ Taking Minutes of a meeting

### Accreditation Courses

This course is accredited. It is an interactive two day workshop which includes group discussions and practical activities to ensure a clear understanding of each topic that is covered. All exercises are geared to encourage participation throughout the duration of the course. Learners are supplied with course material, formative and summative assessment material, refreshments, and lunch. Certificates are issued after completion and feedback is provided to the organisation. After successful completion of the course, learners have the opportunity to submit a Portfolio of Evidence and be assessed.