

Writing for Success: The Fundamentals

Essential English writing skills
for business communications



This two-day workshop will build your confidence to prepare written documents. It will provide you with techniques to improve the style, tone, and logical flow of your routine correspondence such as emails, letters and short reports. You will gain tips on drafting a concise text that gets right to the point. It includes a review of proofreading techniques to correct common grammar, spelling and punctuation errors. You will learn a systematic process to plan, draft, and revise your texts.

Audience

This course is designed for those with limited experience in writing texts for government or business. Those seeking a general refresher will also find this workshop helpful to improve their English writing skills (especially if English is not their first language). Also, those who proofread the work of others will benefit from the tips.

Instruction Methodology

The workshop includes interactive discussion, editing exercises, a short writing assignment and a review of common errors. This course uses a hands-on approach to give ample practice in drafting routine correspondence, with instructor feedback on individual writing style. Examples will be analyzed for structure, tone and style to build editing skills.

Duration 1 day

Topics:

- Using a systematic process to 'ORDER' your writing time: Organize, Write, Doubt, Edit, Revise
- Structuring a logical flow for email messages, letters and short reports
- Creating an informative subject line and opening paragraph
- Closing your document smoothly
- Setting an appropriate tone
- Proofreading for common errors in English usage, grammar, spelling and punctuation
- Applying plain language techniques for clear and effective sentences and paragraphs