

High-Output!

BUSINESS WRITING

Reports... Proposals... Summaries... Correspondence...



...If these are critical to your company's success, then **High-Output! Business Writing** is the programme for you.

Using our simple and effective process, the participants learn step-by-step how to produce clear and easily understood written communications in English.

Participants then develop their writing skills extensively throughout these interactive sessions, which cover report and appraisal writing, proposals, the most common emails and correspondence.

From the team that trained *The Nation* business writing desk, **High-Output! Business Writing** is a must-have for the busy manager!

Interactive Put to use immediately Enjoyable

Programme Details

How to prepare and structure your writing professionally using our simple and effective process :: How to create impact by using 10 simple phrases :: Make your written communications lead to *action* :: Being clear and concise :: How to make recommendations cogently :: Using writing 'tone' :: How to check understanding :: Handling problems and complaints :: How to 'sell' your ideas :: Develop your own writing style :: Defining options and alternatives



The Feedback

“Thank you for all the practice... It's amazing that we covered so much in only two days!”

“Writing will be much easier for me now using the process”

“This was very informative and enjoyable... one more time!”

To find out more about this exciting seminar, please call our office on
(02) 6393550