



Better business writing

This practical workshop will give attendees the tools to produce better reports, proposals and other business documents. It will include useful hints and tips and plenty of writing exercises.

The course will cover:

- Why it's important to write effectively
- What does your reader need from your business document
- How to say things simply – and with style
- Structuring and presenting business documents
- How people read
- Things that stop people reading
- Effective use of language
- Business writing boo-boos: mistakes and misconceptions

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