



ADMIN AND CORPORATE TRAINING

ENGLISH WRITING SKILLS

DURATION

3 Days

PURPOSE OF THIS COURSE

English is the language of business and therefore of communication across our global world, thus the ability to write and speak the language effectively is essential. The main aim of this course is to give all participants the skills and so the confidence, to write business documents in English.

CERTIFICATION

On successful completion of the programme, the participant will receive the Law Society of SA/L.E.A.D's Certificate in English Business Writing.

WHO SHOULD ATTEND

Staff members who would like to improve their English writing ability, particularly those individuals who are second language users of English but are nevertheless required to prepare professional and precise business correspondence with confidence.

WHAT PREVIOUS STUDENTS SAID

- "Best course I have ever attended." –Jarine Wesseloo
- "The course was excellent. I am going to recommend this course to all my colleagues."- Kgomotso Molhine
- "The course was a five star experience, all excellent"- Maureen Schoeman
- "Mags is excellent, she definitely knows her subject and gives great examples."- Connie Thabede
- "Mags is extremely knowledgeable and enthusiastic"Yogin Pillay





LEARNING OUTCOMES

After completion of this training the participant should be able to:

- ❖ The benefits of planning your writing
- ❖ Tips to avoid common errors and grammar mistakes that impact your professional image
- ❖ The tricks to building effective sentences and paragraphs through the use of punctuation
- ❖ How to produce documents which are clear, effective and professional
- ❖ Why writing for a specific readership and for different circumstances is important
- ❖ How to analyse and edit your own documents

LEARNING THAT IS ASSUMED TO BE IN PLACE

Participants need to have a basic knowledge of English as a written language.

COURSE OUTLINE

Preparation and planning

- The importance of all written communication having a clear objective
- Knowing your reader and satisfying their expectations
- How a structured approach can save you time
- Planning the flow of your document

Grammar and sentence construction

- How to avoid the most common grammar mistakes and clear up common confusion
- How jargon, slang and clichés can get in the way of understanding
- The importance of using grammatically correct sentences
- Using simple, plain language and short sentences

Punctuation made easy

- Why punctuate?
- How to punctuate correctly to make sense of your writing
- Avoiding the pitfalls of incorrect punctuation





Standards in business writing today

- Using the correct layout when writing a business letter, memo, email or fax
- Using paragraphs to break up writing in order to guide the reader
- Cutting out unnecessary words or phrases
- The importance of tone and correcting inappropriate tone in your own writing
- Ensure you are using the right style for different documents.

Brief overview of report writing

- Using a structured approach, planning and researching
- Different types of reports
- Main sections and key components of reports

Editing- the final stage

- Avoid rewriting and wasting time
- Editing , proof-reading and checking documents
- The end result- is the writing clear, concise, correct and professional

The skills as listed above are designed to improve the **written** communication process in the business world. Throughout this presentation the participants will be encouraged to bear in mind **why** they are communicating, **who** will be receiving the communication and **what** is being communicated. This will allow them to decide which format is the most appropriate for them to use.

METHODOLOGY

This course is designed to revise the basic rules of good English writing and to put these into practice. It requires a large degree of learner participation both orally and textually. Skills will be practiced on a continual basis throughout the 3 days of training.

