

ULLIANCE HUMAN EFFECTIVENESS TRAINING

Business Writing Skills

Are your employees producing well-written, effective documents and emails? Help them become more efficient communicators with this informative session, which covers how to plan before you write, making documents easy to read, expressing proper tone and providing techniques for editing and proofreading. Participants will emerge with a greater awareness of how others can perceive their written messages and how to minimize misunderstandings.

The Value of Writing Well

- Qualities of well-written documents

Planning

- Knowing your audience
- What to include
- What to leave out
- Desired actions and outcomes

Making Documents Easy to Read

- Layout, spacing and fonts
- Organization
- Tone
- Tips for formal letter writing
- Tips for emails
- Editing and proofreading

