

# Business Writing Skills- Grammar and Vocabulary (Advance)

**Business Writing Skills** is open to delegates, who have serious desire to improve their writing skills. This challenging program is useful to working professionals who interacts with varied Stakeholders thru correspondence.



## Training Objectives:

- Augment written English with clarity of thoughts and right usage of words.
- Develop the art of right expression thru right construction of a statement.
- Build fundamentals of grammar.

## KEY COACHING TOPICS

### Effective Business Writing

- Art of writing an expressive note or description.
- Focus on writing purpose and central theme.

### Business Grammar Refresher

- Sentence Construction.
- Subject and Predicate.
- Reviews business grammar trends punctuations and its usage
- Parts of Speech.

## Delegates will be able to:

- Develop understanding of alternative vocabulary and understand its relevance while constructing a sentence.
- Draft the written message accurately and correctly.
- Build grammatically correct sentences.
- Apply and practice professional business writing trends.

## Venue:

**Kinnesqui training centre**

**Duration: 4 hours**

WORDS

HAVE

LIFE;

USE

THEM

**STRATEGICALLY**



**Kinnesqui**

Connecting body, mind & soul  
A division of TQMS

## Contact us at

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