

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.

Venue:

Kinnesqui training centre

Duration: 4 hours

Investments: Rs. 1500/- plus Service Tax

The above cost includes Professional training Reference material Breakfast/ Hi-Teas

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.

WORDS

HAVE

LIFE;

USE

THEM

STRATEGICALLY



Kinnesqui

*Connecting body, mind & soul
A division of TQMS*

Contact us at

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