

Business Writing Skills

Training Objectives

- To understand step by step process for effective business writing
- To organize the message in most effective manner.
- To improve document readability and save time using the effective writing process.



Delegates will be able to:

- Understand the principles of organizing information clearly and concisely.
- Appreciate the importance of understanding the writing purpose and readers' needs.
 - Focus on formatting and clarity.
- Recognize the importance of writing emails, memos and letters for managing impressions.

**"We show people
how to
understand
expectations
thru'
professional
business
correspondence"**

Venue:
Kinnesqui training centre

Duration: 4 hours

Investments: Rs. 1500/- plus
Service Tax

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



Kinnesqui

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

Key Coaching Topics

Writing- is it an art?

- Application of mind map to write right and to the point.

Write on Target: Effective Business Writing

- Offers a step process for writing business memos, letters and e-mails on the job.
- Focuses on writing purpose and reader needs.
- Uses participants' own writing data for learning.

Write With Confidence

- Emphasizes content enhancement, proofreading, and editing of letters, brief memos, and e-mail messages.
- Discusses recent formatting trends and focuses on participants' writing tasks.

Contact us at

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