

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

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

KINNESQUI training centre

Suite 208, V Mall,

Next to Sai Dham,

Off Western Express Highway, Kandivali

East, Mumbai 400 101

Tel: +91 22 6526 4430

Email: info@tqmsglobal.com

Website: www.tqmsglobal.com



Kinnesqui

Connecting body, mind & soul

A division of TQMS