

Effective Business English

1 Day

BER

OVERVIEW

This course will enable participants to clarify any confusion they have concerning grammar, punctuation and spelling that may impact on their ability to write professionally.

Messages travel at high speed in our global business world – people want immediate, accurate replies. Participants will spend the day working on practical exercises with guidance from their trainer and leave with tips and guidelines that will give them the confidence to write accurately.

DESIGNED FOR

Designed for anyone who writes regularly in a business environment and would benefit from refreshing existing knowledge and clarifying rules of grammar.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Write with increased confidence in a more structured and disciplined manner.
- Demonstrate an increased understanding of the rules of effective written business communication.
- Use correct punctuation and grammar to communicate their message effectively.
- Produce written business documents which are clear, professional and effective.
- Eliminate errors to create a professional image.
- Stay focused throughout the writing of a document.

TOPICS COVERED

The Rules of Grammar 'Unravelling'

- Why is there still such emphasis on being grammatically correct?
- Familiarising ourselves with grammatical terms and putting them into practice
- Can we always rely on spell-check? Words can be misused - practise / practice are not misspelt
- Knowing what the most common mistakes are and avoiding them!

Punctuation Made Easy

- Why punctuate?
- How to punctuate correctly to make sense of our writing
- Avoiding the pitfalls of incorrect punctuation

Drawing it all Together

- Sentence construction step-by-step
- Building paragraphs that guide your reader
- Cutting out unnecessary words and phrases or 'padding'
- The end result – is it clear, accurate, professional?

Action Planning

- Creating your personal action plan for the future

EXTRA NOTES

Further Development:
Professional Written Communication (PWC)
Writing Effective Reports (RW)