

<b>Course</b>	<b>THE BASICS OF BUSINESS WRITING</b>
<b>Duration</b>	2 days
<b>Propose Date</b>	September 2016
<b>Fees</b>	RM700
<b>Introduction</b>	<p>Think how much of your time is spent writing emails, letters and reports each week. Does writing come naturally to you or do you hesitate, stumble and lose time trying to put your words together?</p> <p>Think about the people who read your documents – are you convinced they are getting the message you want them to get? Poorly written communications can damage your organization’s image and lose your business – it’s time to take action!</p> <p>Our two day course shows you how to quickly construct business documents that save time and money. It provides you with tips for error free, plain English communications that will enhance your message – not bury it!</p>
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>➤ Plan First, Write Later</li> <li>➤ The Art of Plain English</li> <li>➤ Email – Today’s Letter</li> <li>➤ Readable Reports</li> <li>➤ Clear Formatting, Clear Message</li> <li>➤ Tips for Proofreading</li> </ul>
<b>Course Trainer</b>	THAMIL SELVI MANIKAM MUTHIAH