



BUSINESS REPORT WRITING & ANALYSIS

This fully interactive training workshop will teach you a structured approach to the preparation and writing of business reports and the proper analysis thereof.

Complemented by an elearning module on **Business Writing Essentials Using Microsoft Word.**

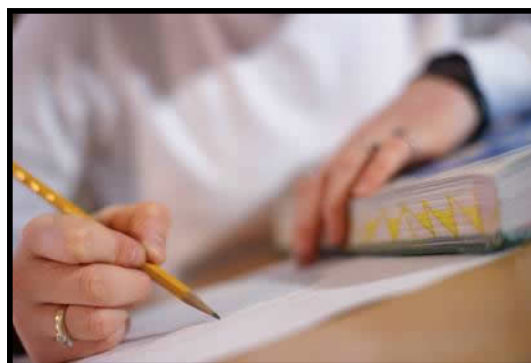
Effective communication sets the foundation for individual and organizational success. When you master effective communication skills, you gain a great deal of power - the power to get things done. Our communication programs focus on building the key skills you need to communicate successfully.

Business writing is not a magical or mystical experience but part of a process that anyone can master. Effective business writing is especially important in this Internet age where communication is often fast and immediate. During this program you'll learn how to convey thoughts and ideas using different formats of business communication, from letters and memos to e-mails and Internet sites.

A report doesn't have to be complex and intimidating – for the writer nor the reader too. This 1-day intensive course on REPORT WRITING & ANALYSIS will show you how to keep reports short, why its important to make the point at the beginning instead of at the end and how to draw your reader's attention to critical passages.

TOPICS COVERED INCLUDE:

- Effective Business Writing
- Rules to Business Writing
- Business Writing Tips
- Types of Business Writing
- Difficult and confusing spellings
- Grammar gremlins & technical jargon
- Questionnaire techniques
- Getting to grips with graphics
- Bringing the point up front with punchy headings
- Meaningful titles
- Logical discussion broken into digestible chunks
- Style and tone tips
- Layout guidelines
- Report analysis



BUSINESS WRITING ESSENTIALS USING MICROSOFT WORD

This eLearning training module is conducted via the internet and will be made accessible to participating delegates to complete at their own pace and in their own time.

CERTIFICATION:

Participants will be awarded a Certificate of Attendance on completion of the workshop. If required, assessments will be conducted thereafter towards a Certificate of Competence issued to successful participants in line with the relevant NQF Levels and Unit Standards as approved by the South African Qualifications Authority (SAQA).

Contact The Business School of South Africa for a customized proposal to suit your needs!



www.businessschool.co.za
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