

## Business Writing Skills

This Business Writing Skills Course will educate candidates on how to adopt a systematic and authoritative writing approach when completing Business reports in order to enhance professional rigour and success of Business Projects.

### Objective

This Business Writing Skills Training Course will elevate a candidate's ability to write articulate and persuasive Business reports - allowing them to achieve Business Project objectives whilst enhancing professional competency.

### Details

**Duration:** 1 Day

### Who is this course for

This Introduction to Business Writing Skills training course has no prerequisites - it is available to everyone that wishes to develop their Business Writing

### Course Content

- What should a Business Report Entail?
- Forms of Communication and their Varied Importance
- Tailoring Your Business Writing to Your Target Audience
- The Importance of Clear Objective Setting
- How to Structure a Report
- The Importance of Illustrations
- Writing a Report from Introduction to Conclusion - Best Practice, Style, and Layout