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Business Writing & Grammar

Who better to help develop your staff's writing skills than a qualified English Professor who is now a CIPD Trainer? This highly practical yet interactive course examines all the most common mistakes made in business communications. Day 1 concentrates on the correct use of grammar, vocabulary and punctuation. Day 2 builds on Day 1 to develop longer more complex written communications including letters, reports and meeting minutes. Delegates will have the opportunity to have their own writing assessed and there are opportunities for follow-up support from the tutor to ensure action plans are fulfilled.

The popular book "Eats, Shoots and Leaves" will provide some of the topics we cover on the course.

Who should attend? The course is suitable for all staff who have to produce effective written communications. It is an excellent refresher course too, with dozens of ready-to-use techniques in the delegate pack.

Programme Information: 1 or 2 day duration up to 12 delegates

Costs: £650 or £1250 plus tailoring plus out-of-pocket expenses

Course includes:

- Delegates' own grammar reference book
- Practical, informative yet lively course - NOT a lecture
- Delegate pack (exercises, slides, case studies)
- CIPD Trainer (previously Professor of English, Santarem University, Portugal)