

BUSINESS WRITING SKILLS

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About the Programme

The business writing course classically focuses on developing effective written communication skills specifically for business and professional environments. The course aims to enhance the participants' ability to convey information clearly, concisely, professionally, and persuasively within diverse business settings.

Participants will work through a series of written business communications including emails, letters and meeting documents where accurate structure, and planning writing fundamentals will be covered.

Attendees will be given the opportunity to enhance their writing skills and increase their chance of success in their individual careers as well as contribute to the overall effectiveness of communication within their environment.



Course Topics Basic

- Writing fundamentals
- Professional emails
- Writing for a specific purpose
- Persuasive writing
- Writing for digital platforms
- Course Topics Advanced
- Editing and proofreading
- Collaboration and teamwork (strategies)
- Ethical Considerations in Communication

Course Overview

Programme: Business Writing Skills

Audience: All

Duration: 1 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R3500.00 excl. VAT



Contact Us

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