

Effective Business English

Badly written communications cost UK companies more than £8 billion a year in lost business, confusion and time wasted.

Free look-up CD of common grammatical mistakes and punctuation on this workshop.

Who for?

This workshop is aimed at anyone who needs to express him/herself clearly and persuasively using written English.

Why do it?

As the information age gathers pace everyone is becoming a writer. From internet posts, through blogs and e-mails to formal reports and tenders etc, we all have to express ourselves using written English. Unfortunately many of us have forgotten, or perhaps were never taught, how to use correctly the English language.

What do I get?

A look-up DVD of correct punctuation and grammar.
Frameworks for writing e-mails and documents.
Confidence to write English more effectively.

Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: info@forthorstedtrainingacademy.co.uk
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at www.forthorstedtrainingacademy.co.uk

Workshop overview

- Sentence construction and the parts of speech
- The basic rules of grammar and punctuation and how to apply them
- Defining the purpose, aim and objectives
- The importance of the readers' needs
- Planning the work
- When to use the active or passive voice
- Writing to express not impress
- Using the right words
- Layout and structure

Related workshops

People who have attended this workshop have also benefited from attending:

**Influencing and Persuading
Communication Skills**

Workshop details

£240 plus VAT

One day workshop, small group size of eight maximum. Individual and group exercises with feedback.

