

Effective Business Writing

Learn how to get your message across quickly, clearly and accurately.

One-day training courses in October at the Melbourne Business School, Carlton

You will learn how to:

- Write appropriately for your audience and purpose
- Present your ideas logically and with structure
- Rewrite jargon in plain English
- Eliminate inconsistencies and costly errors
- Use contemporary grammar and punctuation
- Apply successful tips for all documents including letters, emails and reports.

Testimonials from 2006 participants

"I now write more professionally at work. The training was pitched perfectly to the audience and I will be sending my staff on future courses."

"The presentation style was engaging and enjoyable and my writing has improved already."

Course dates

Saturday October 13, 2007

Saturday October 20, 2007

Both courses go from 9am to 5pm and are open to all past and present University of Melbourne students. (Please note that both courses are identical.)

Cost

Special rate of \$350 including GST. (Normally \$550.) Included are the 60-page manual and pre- and post-course writing analyses. Credit card facilities are available.

About the trainer

Effective communication is essential to business success. The course trainer, Karen Sims, is a professional writer, editor and trainer and has been improving the writing of corporate and government employees for over fifteen years. Karen is also a graduate of The University of Melbourne.

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Clinton Communications – Specialists in business writing and the delivery of business writing training.