

The ability to communicate clearly is an important skill. Many of today's inter-personal communication take place through writing. Targeted, concise and persuasive text can make all the difference when trying to convince someone of your ideas, services or products. Achieving results through proposals, reports, technical texts, emails, memos, etc. depends on your ability to successfully persuade your readers and help them understand your ideas and act on them. This comprehensive course focuses on all aspects of writing business texts, documents, reports, etc. regularly used in most jobs and professions. It covers the full life cycle of writing, starting from understanding the audience, collecting material, planning the structure, organising, writing clearly, styling, presentation and the general strategy required to make the text more convincing and targeted.

What will I cover in the workshop

- Report Writing Strategy
- Persuading Readers
- Collecting and Organising Content
- Styling and Presentation
- Increasing the Impact through Language
- Using Clear English
- Writing Titles that Grab Attention
- Selling Your Ideas

How is the workshop delivered

This workshop is delivered over 1 day and is fully interactive and will include exercises and activities.

What will I gain from this workshop

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What do I do next



TalentRidge provide personal development, training, guidance and other support services to a wide range of organisations and Individuals by unlocking talents and helping them to excel in today's competitive environment.

Our Workshops, Training and Career Development Assessments are designed to support those who are either new to job hunting, are seeking a career change or for those who wish to build on their existing knowledge.

"passionate about helping people maximise their potential"

Contact us for further information or to book a place on one of our workshops

Email: info@talentridge.com