

Business Writing for the Public Sector

Duration: 1 Day

This Business Writing course targets individuals required to write professional documentation such as emails, letters and reports. Its primary purpose is to equip you with the skills required to write clear, concise, effective government documents in an efficient and professional manner.

Learning Outcomes

- Understand the key principles of effective government writing
- Create a written style that is interesting and easy to understand
- Clarify your purpose for writing
- Construct concise sentences and paragraphs
- Identify different writing approaches, and know when to use them
- Understand how to plan and structure emails / report
- Develop succinct emails that inform, say no, persuade, and address complaints
- Understand the importance of email etiquette
- Use effective proof reading techniques

Topics Covered

- Characteristics of effective government writing
- Edit wordy phrases
- Active and passive voice
- Jargon and slang
- Redundant words and expressions
- Parallelism in writing
- Sentence and paragraph construction
- Tone and writing
- Purpose for writing
- Knowing your audience
- Planning your writing for emails/reports/proposals
- Direct / Indirect approaches emails that:
 - request information
 - say no
 - address complaints
- Email etiquette
- Effective proof reading



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Fee: The registration fee for this one day program, including GST, is \$594.00 per attendee including lunch, refreshments and a comprehensive workbook.

Payment Terms: For invoices, payment is required within 30 days of delivery of services. Visa, MasterCard and Direct Credit is welcomed.

Cancellations: Should you be unable to attend, a substitute is always welcome at no extra charge. Cancellations received 8 to 14 working days prior to commencement of the program will incur a 20% administration fee. Cancellations received within 7 working days prior to the commencement of the program will incur 100% of the course fee.

Time: 9:00 am – 4:00 pm

Venue: The Boat House by the Lake, Menindee Drive, Barton, ACT

Cost: \$594.00 (Incl. GST)

Program Timetable

Start: 9.00 am
Morning Tea: 10.30 am
Lunch: 12.15 pm
Afternoon Tea: 2.30 pm
Finish: 4.00 pm

Refreshments and lunch provided

Registration Form

Business Writing for the Public Sector

Tuesday 14 May 2019

The Boat House by the Lake, Barton, ACT

Please complete and return by fax or email:

Learn4Results ABN 16 125 154 994 Fax: 03 9889 5553 Email: training@learn4results.com.au

Surname

First Name

Position

Branch / Division

Company Name

Address

City

Postcode

Tel

Fax

Email

Specific Dietary Requirements

Payment Information

Please Invoice

Name For Invoice

Email For Invoice

VISA Mastercard

Card Number

Cardholder Name

Exp Date

CVN

Authorised Signature

Authorised Amount

