



## EFFECTIVE WRITING IN THE WORKPLACE

Clear, concise, complete, correct and professional writing documents are expected in any workplace. It is a sign of good communication, professional image and high standards. Good writing is the memo that gets action and the letter that says what a phone call can't.

In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing takes focus and effort. However, with practice you can feel more confident about your own writing. This 1-day workshop will give participants skills to produce effective and professional documents.

**Duration** 1 Day (9am – 4pm)

**Value** For just \$455 each participant receives quality training, comprehensive course notes, morning, tea and lunch and free parking.

### OUTCOMES

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**Make your writing clear, complete, concise and correct**

**Improve sentence construction and paragraph development**

**Learn to plan your document**

**Use appropriate vocabulary, spelling and punctuation**

**Identify and eliminate wordiness and jargon**

**Recognise different message styles for letters, emails and faxes**

**tphumancapital**

HUMAN RESOURCES | TRAINING | RECRUITMENT INNOVATION AT WORK

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