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This Business Writing Skills Course will educate candidates on how to adopt a systematic and authoritative writing approach when completing Business reports that are tailorable to the business environment or audience - enhancing professional rigour and integrity.

Business Managers are frequently required to conduct Business Writing, which can determine the success or failure of project and investment proposals, however, very few Managers have ever received Business Skills Training specifically concerning how to develop their writing style, which inhibits their career progression.

In addition, this Business Writing training course will help candidates appreciate the best-practice and importance of utilising illustrations (charts and graphs) to inform an audience, alongside their developed narrative. Whilst demonstrating a commitment to continual personal development, this course will help candidates progress their career through allowing their Business projects to be documented successfully, professionally, and accurately.

Course Objectives

This Business Writing Skills Training Course will elevate a candidate's ability to write articulate and persuasive Business reports - allowing them to achieve Business Project objectives whilst enhancing professional competency.

- What should a Business Report Entail?
- Forms of Communication and their Varied Importance
- Tailoring Your Business Writing to Your Target Audience
- The Importance of Clear Objective Setting
- How to Structure a Report
- The Importance of Illustrations
- Writing a Report from Introduction to Conclusion - Best Practice, Style, and Layout

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This Business Writing Skills Course will educate candidates on how to adopt a systematic and authoritative writing approach when completing Business reports in order to enhance professional rigour and success of Business Projects.