BUSINESS WRITING AND COMMUNICATION SKILLS

Modern supervisors and managers write reports frequently. This course will take participants through a step-by-step process of planning and writing a report to ensure easy understanding by the reader.

Learning Objectives

Participants will:

- Acquire the techniques of writing correct sentences using the rules of grammar.
- Avoid common mistakes in writing
- Use a reader-friendly style.
- Use graphics and other aids appropriately.
- Organise materials logically.
- Develop an appropriate format for business, technical reports and emails.
- Achieve accuracy, conciseness, clarity and readability in their writing.

Learning Contents

- The purpose and uses of business writing
- Preparation
- Identifying writing challenges
- The 7Cs of business writing and communication.
- Achieving clarity in writing (Active voice Vs. Passive Voice)
- Formats of letters, memos and letters
- Gathering information, planning, composing and revising
- Grammar and sentence construction
- Using graphs, charts, tables and pictures diagrams to

communicate
- Writing persuasively to get action (SIP Model)
- Making your writing easier to read
- Executive summaries
- Dealing with misplaced and dangling modifiers
- Common mistakes in English
- Writing technical reports and proposals.
- E-mail etiquette

Fee:

Physical	Virtual (local)	Virtual (International)
₦ 250,000.00	₦ 209,900.00	$ 165.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. Fee: Negotiable

WHO Should Attend?

Officers, supervisors, team leaders, managers and professionals who have to produce reports for an internal and external audience.

February 4 – 6,

May 6 – 8,

November 11 – 13, 2026.

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