BUSINESS WRITING 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

AND

Learning Objectives

by the reader.

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 (loc	cal) Virtual (International)
₩	225,000.00	₦ 199,999.	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 5- 7,

May 6 - 8,

November 12 - 14, 2025.

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