

# **Business Writing and Communication Skill**

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 reader friendly style.
- Use graphics and other aids appropriately.
- Organise materials logically.
- Develop 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 letter, 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:**

N116,638.00 VAT Inclusive

Discounts off regular fees for open programmes: 3-5 nomination  
– 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 internal and external audience.

May 20 – 22,

November 18 – 20, 2019

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- 10, Obokun Street, Off Coker Road, Ilupeju, Lagos.
- Tel.: +2348023060462,+2348033876456,+2348033014321
- [info@impactconsultingng.com](mailto:info@impactconsultingng.com)