



BASIC BUSINESS WRITING

PROFESSIONAL WRITING ETIQUETTE IN THE WORKPLACE

ABOUT CSG SKILLS

CSG Skills, is a proud subsidiary of the JSE listed, CSG Holdings Ltd, and has been an active participant and service provider of skills development and training in South Africa for the past 17 years. Our years of expertise in both professional consulting compliance services, as well as the successful roll out of a variety of complex training projects, has qualified us as a supplier of choice.

TARGET AUDIENCE:

All Occupational Categories

PROGRAMME OUTLINE:

1. Importance of using the correct business writing skills
2. Basic concepts of sentence and paragraph construction
3. Overview of grammar, spelling, and punctuation in business writing
4. Understand the context and structure of agendas, email messages, business letters, business proposals, and business reports
5. Tips and techniques for writing agendas, email messages, business letters, business proposals, and business reports
6. The importance of proofreading
7. Tips and techniques for improving proofreading skills.

Duration	Certificate
1 Day	Attendance

OTHER COURSES YOU MAY BE INTERESTED IN...

