

REPORT AND LETTER WRITING FOR MANAGERS



BY: CAROL CHIAM

OVERVIEW

This workshop will help participants get started more quickly by planning their writing and organizing ideas in a clear, flowing way to a level they can write document more effectively and confidently.

WORKSHOP OUTLINE

- + Plain English in Clear Writing
- + Parts of a Letter Format
- + Tone in Letters
- + Grammar Matters – Empower Your Writing Style
- + Paragraph Power (Activity Based)
- + Discussion and Personal Hands-On Instruction and Editing by Trainer
- + Presentation from Group and Feedback
- + Parts of a Report
- + Group Activity – Report Structure
- + Group Work – Analysing Sample Reports
- + Types of Illustration/Graphics – For Effective Communication
- + Discussion Stages in the Reports Writing Process

OBJECTIVES

- + Develop competence in using various letter and report writing techniques
- + Use plain English and appropriate structures for effective and clear communication
- + Organize information presented in a systematic manner
- + Understand the value of planning, providing and disseminating relevant information to the recipient of the report

WHO SHOULD ATTEND?

- + Clerks
- + Secretaries
- + Personal Assistants
- + Executives

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SBL CLAIMABLE

