

Better Business Letters Seminar

Designed for: Anyone who writes as part of their job but who feels they could improve their skills, or gain confidence in their writing style

Prerequisites: None

Objectives & benefits: To learn the basics of grammar, spelling and punctuation as they apply to business letters. Develop the skills necessary to write letters that get results

Cost: 5500 (MUR)

Course Content

- Express yourself persuasively using plain English and the right tone
- Learning the essential rules of grammar, punctuation and spelling
- Develop accuracy, brevity and clarity and ensure that the right tone and style is adopted when writing business letters
- Ensuring the “look” of the letter is right
- How to plan and sequence a letter effectively
- How to produce your first draft quickly
- Develop the skills needed to write letters in response to complaints and learn how to write letters for results