



BUSINESS WRITING SKILLS

Our Business Writing Skills Course is accredited by the **Local Government Sector Education and Training Authority (LGSETA)** and covers unit standards **12155** and **12153** at NQF with 10 credits.

OVERVIEW

Business Writing is designed for individuals who want to enhance their business writing skills and improve their vocabulary to suit a business context. This course aims to incorporate the various aspects of grammar and sentence types to create well-structured and coherent texts.

This course is designed to introduce students to the various types of business texts: minutes, letters, proposals, emails, memos and agendas. Students are introduced to strategies to tailor their writing to the audience and the purpose of the writing. In addition, students are exposed to different registers and more complex vocabulary.

During this course, you will be assisted in writing correct, concise, clear and professional documents by focusing on the business environment, compiling and updating your CV, the writing process, crafting effective messages, compiling and formatting documents, editing and revising communication, as well as responding to various types of materials.

LEARNING OUTCOMES

After successfully completing this course, you will be able to:

- Have an understanding of the contexts of business writing,
- Know how to plan and compose their business messages
- Have knowledge of frequent errors in English language usage to enable them to self-edit their writing
- Be able to use style appropriate to each context of the business writing, and be able to respond to the types of materials that you probably encounter in your day to day business.

BUSINESS WRITING SKILLS

UNDERSTANDING COMMUNICATION

- The purpose of communication.
- Choosing the appropriate communication channels.
- Overcoming the barriers to communication.

ACTION-REFLECTION APPROACH TO WRITING

- The importance of good sentence and paragraph construction.
- Preparing your ideas using tree diagrams.
- Finding the appropriate tone.
- Identifying common grammatical errors.

WRITING PROFESSIONAL BUSINESS DOCUMENTS

- Letters.
- Memoranda.
- Reports.
- E-mails.
- Proposals.

CONDUCTING EFFECTIVE MEETINGS

THROUGH PROFESSIONAL DOCUMENTS

- Compiling agendas and notices.
- Practice writing professional minutes.
- Following-up to ensure decisions are implemented

DELIVER PROFESSIONAL PRESENTATIONS

- Prepare a written report.
- Design your presentation.
- Review your presentation strengths and weaknesses.

USING CHECKLISTS FOR REVIEWING YOUR WRITING

- Content.
- Organization.
- Style.
- Gramma.