

A night-time photograph of the Golden Gate Bridge in San Francisco, California. The bridge's towers and suspension cables are illuminated with warm orange lights, and the city lights of San Francisco are visible in the background under a dark sky.

BUSINESS WRITING BASICS: FROM EMAILS TO STAFF REPORTS

Facilitating Positive Change

Half (3.5 hours) to Full-day (6 Hours)

Are you bogged down trying to write staff reports, memoranda, and letters? Do you procrastinate and get overwhelmed when asked to write a report? This training will help you increase your confidence by applying the best practices in business writing and presenting reports. Participants learn how to greatly improve both their writing and editing. This interactive training provides hands-on practice using forms and procedures from your organization.

Objectives

- Learn effective writing and presentation processes
- Apply specific styles, formats, and tips to your reports and memos
- Assess your audience's needs and meet them

Content

- Learning to use the writing process to satisfy the reader's needs and meet deadlines
- Enhancing your editing skills to assess and improve your written communications
- Applying basic grammar and punctuation effectively
- Using tables, graphs, models, and diagrams to support your message
- Practicing critiquing, writing, and editing actual reports

"The Consulting Team gave us valuable insight and reminded us that written communication is critical to developing successful business relationships and maintaining employee morale."

- Richard Lange, Director of Information Technology, Monterey County

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