



Local Government Training Group

## **BUSINESS WRITING SKILLS**

This one-day course will be of interest to anyone wishing to improve their writing skills for preparing correspondence, information leaflets, publicity material, annual reports, etc.

**TRAINER:** Sarah Marriott, High Performance

### **COURSE CONTENT:**

The course emphasises the three stages of effective writing:

**Planning:** Identifying the aims of the document; carrying out research; creating a structure.

**Writing:** Ensuring your writing is accessible to readers through style, clarity and brevity.

**Editing:** Spotting grammar, spelling and vocabulary errors.

A Training Needs Analysis form and a two-page sample of writing must be submitted prior to the course.