



Written Communications

Does your organisation have a language problem?

Most business writing is too formal and long winded. It can easily get bogged down in jargon and corporate speak so your message gets lost.

Poor business writing reflects badly on both the writer and the organisation. Few people are gifted authors but brief, accurate and clear writing presents a professional image. You can choose from coaching for one or two participants to workshops for small groups. And the programmes can be mix and match to meet your particular needs.

Business writing for emails and letters

Effective sales letters and emails are the way most of us are encouraged to present information to our customers and to our senior managers. However many of us never have the training, we are often just expected to know how to do it. This workshop will show you how to create business letters and emails which are effective and are written in the style and image of your organisation.

Minute writing

This workshop is ideal for those who want to develop their skills to produce accurate, clear and professional minutes of meetings. It is particularly useful for people who produce minutes for technical meetings and need to distinguish the relevant information from the technical discussion.

Report writing

Reports and proposals are the way most of us are encouraged to present information to our customers, our senior managers and to the board. Yet without training we tend to 'formalise' our writing using bigger words and jargon which often makes reports dull and unreadable. This programme is designed to clear your mind of any preconceptions and show you how easily you can write reports which are clear, concise and persuasive.

Grammar & punctuation refresher

If you were educated in the halcyon days when schools taught only 'creative writing' you may have missed out on learning the basic rules and structure of our language. This workshop is designed to quickly bring you up to speed on grammar and punctuation in a memorable and practical way.

Proofreading made easy

The cost to businesses of errors in proposals, reports, letters and e-mails can be staggering. Too often documentation is sent to clients without being checked, or by relying on spell checker, without a thought to the structure and syntax and ultimately the meaning. This workshop covers how to proofread all types of written documentation. To make that process easier the workshop provides a refresher on English grammar and punctuation in a light hearted and fun environment.

Please contact us to discuss your requirements on 01793 790331 or email us at communicate@quicklearn.biz to arrange a call or meeting.