

Duration: 2 hours 30 mins

Course level: Introductory

Delivery method: Online

Introduction

Writing is an essential form of communication for any business. With more and more people relying on email to communicate with business contacts, not to mention creating their own work directly on screen, the need for effective writing skills has never been greater.

Written Communications will help employees understand the basic principles of effective writing and give them the confidence to put their thoughts and ideas into words.

Who is the course for?

Written Communications is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

There are no formal entry requirements and the easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

What will you get from this course?

When you have completed this course, you will be able to:

- understand the importance of writing effective business communications
- identify different forms of written communication and know how to use them.

Course features

Written Communications gives you a theoretical introduction to effective business communications.

The course uses a simple case study, and basic exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

Written Communications is available for six months from the date first accessed.

Other courses you might be interested in

Briefing Skills
Producing Project Reports
Communication Process

Presentations 1 –
Preparing for the Presentation
Presentations 2 – The Presentation

Course code: 100594BT036

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