

Business Writing - Report & Letter Writing

This workshop outlines a step-by-step process for effective writing, focusing participants on the audience and purpose of the report or letter. Basic designs will be presented in addition to examples of suggested formats that meet specific report and letter writing needs. Participants will practice writing using facts over feelings, concrete detail and information and drafts in the writing process.

What You Will Learn

Working through activities and discussion participants will:

- Identify the characteristics of good report and letter writing
- Write with audience, topics and purpose in mind
- Format and structure reports and letters
- Write using facts over feelings
- Use drafts in the writing process

Who Should Attend

Staff at all levels of an organization