



Write With Confidence

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBWRT311- Write simple documents

Course Objectives

This course teaches basic business writing skills. It is presented in an IT training room using PC workstations. It provides many practical opportunities to edit text and discuss alternative forms of expression.

This course teaches practical writing skills and provides guidelines and tips for becoming a more effective business writer.

Learning Outcomes

Spelling and Punctuation

- Spelling
- The full stop, question mark and exclamation mark
- Comma
- Colon
- Semicolon
- Hyphens and dashes
- The apostrophe
- Quotation marks
- Parentheses and Brackets
- Abbreviations
- Acronyms

Syntax and Grammar

- Agreement of Subject and Verb
- Consistency of Tense
- Active and Passive Voice
- Use of Pronouns
- Subjunctive
- Comparatives
- Other Issues

Other Writing Issues

- Upper and Lower Case
- Title case versus sentence case
- Numbers
- Commonly Confused Words

Sentence and Paragraph Structure

- Sentences
- Paragraphs
- Correct Sequence of Clauses

Planning a Document

- Bottom-Up Design
- Top-Down Design
- Outline
- mind maps

Preparation and Drafting

- Prewriting
- Lateral thinking
- Brainstorming
- Organising information
- Effective headings
- Writer's block
- Drafts

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.