



Write With Impact

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$790

Duration – 2 Days

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*:

BSBWRT411 - Write complex documents

Course Objectives

This course teaches 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.

Learning Outcomes

Spelling and Punctuation

- Spelling
- Terminal points
- Comma, colon and 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 Writing Issues

- Upper and Lower Case
- Commonly Confused Words

Sentence and Paragraph Structure

- Sentences, paragraphs and sequencing

Planning a Document

- Bottom-Up and Top-Down Design
- Outlines and mind maps

Preparation and Drafting

- Free writing, lateral thinking and brainstorming
- Organising Information
- Drafts

Proofreading

- How to Proofread

Reviewing and Editing

- Buzzwords, clichés, euphemisms
- Editing and readability

Writing Styles and Document Types

- Types of Writing
- Structure
- Writing to Inform or persuade

Effective Writing

- Vigorous Verbs and keywords
- Quantify Costs and Benefits
- Present the Data Professionally

Letters and Emails

- How to Set Out a Business Letter
- How to write a business email
- Potential disadvantages of email

Appendices

- Formal Document Structure
- Writing Proposals and grant applications

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.