



NDA

TRAINING TASMANIA

nurture - develop - achieve

Business Writing Skills

Course Cost

\$ 790

Duration

2 Days

Locations

- Hobart
- Launceston

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBWRT411 – Write complex documents

Prerequisites

Basic keyboard and mouse skills

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

- Identify the characteristics of effective business writing
- Use correct grammar, terminology and spelling
- Edit a document to make it more easily understandable
- Use a structured approach to producing business correspondence
- Follow suggested guidelines for producing different types of business correspondence

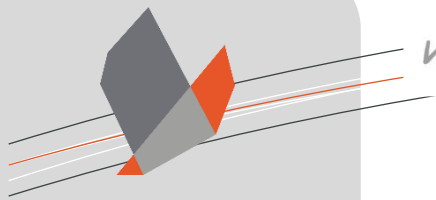
Optional Assessment

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.

PER UNIT FEE: \$195



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Business Writing Skills Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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.

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

Course Content

Correct writing techniques

- Spelling and punctuation
- Terminal points
- Pausing points
- Hyphens and dashes
- The apostrophe
- Quotation marks
- Parentheses and brackets
- Abbreviations

Syntax and grammar

- Agreement of subject and verb
- Consistency of tense
- Active and passive voice
- Use of pronouns
- Special use of the pronoun 'they'
- Subjunctive
- Comparatives
- Other Issues
- Dangling participles
- Split infinitives
- Compound words
- Adjectives and adverbs

Other writing issues

- Upper and lower case
- Title case versus sentence case
- Numbers
- Commonly confused words
- Sentence and paragraph structure
- Correct sequence of clauses
- reviewing and editing
- Buzzwords
- Clichés
- Euphemisms
- Complex names for simple objects
- Editing
- Delete unnecessary words
- Replace complex words and jargon
- Re-write if necessary
- Check readability

Proofreading

- How to proofread

Writing styles

- Types of writing
- Audience
- Purpose
- Style
- Structure

Document types

- Introduction
- Writing to inform
- Writing to persuade
- Use keywords to persuade
- Special characteristics

Planning a document

- Bottom-up design
- Top-down design
- Create an outline to show structure
- Create a mind map to show relationships

Preparation and drafting

- Writing down your aim
- Organising information
- Overcoming writer's block
- Achieving continuity

Effective Writing

- Use vigorous verbs
- Use Keywords to engage readers
- Display conviction
- Quantify costs and benefits
- Present the data professionally

Letters and emails

- How to lay out a business letter
- How to write a business email