

## Writing it Right

It's a long time ago since we learnt how to 'write' and so much of what we do is what we've always done. Sometimes, though, times move on and we need to be able to keep up.

Whether you are writing a business letter to a client or an email to a colleague, your style, language and content is crucial to how your message is received.

This course will help you to develop your written communication whilst ensuring grammatical mistakes don't take centre stage.

## Course Content

- Troublesome words
- Avoiding Americanisms
- Using spelling memory aids
- A reminder of punctuation rules
- Sentence and paragraph structures
- Letter and email layouts
- Using mirroring techniques to connect with the reader
- Traditional vs. Contemporary styles

## Who is it for?

Anyone wishing to improve their written communication.

## Duration

1 day

## Cost

£395 + VAT for a 1 day open course.

This course can also be held in-house at your premises or at one of our venues for £1,195 + trainer travel from our Sevenoaks office + VAT. If you choose to use one of our venues, room hire and catering will be charged at our specially negotiated rates. Unless stated otherwise, travel time is included in the price.