

Business Writing

Nationally Endorsed Industry Competency
Write complex documents—BSBWRT401

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

1 day

Investment

\$445 *GST - Exempt*
Includes training reference manual

You should attend if...

Anyone who regularly writes letters, memos or reports in the workplace.

CONTENTS

Section 1 - Planning and preparation

- Deciding on your purpose
- Identifying your audience
- Understanding the needs of the audience
- Gathering information
- Planning your content
- Deciding what to include

Section 2 - Structuring business documents

- Letters
- Memorandums
- Reports
- Manuals

Section 3 - Your writing style

- Common mistakes in business writing
- Writing in plain English
- Reading between the lines
- Choosing a style
- Selecting a tone
- Writing for clarity and impact
- Grammar and punctuation
- Editing your draft document

Section 4 - Presenting your information

- Common presentation mistakes
- Tips on increasing readability
- The layout of your document
- Font styles & sizes
- Using visuals

COURSE OUTLINE

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NATIONALLY RECOGNISED
TRAINING

For bookings contact us on:

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