

Effective Business Writing for Admin & Support Staff

Course Objective

- Write simple correspondence in a clear and concise manner
- Plan, organize and present your ideas in a logical way
- Use the appropriate format for external and internal correspondence.

Target Audience

Administrative and Support staff who need to have a firm grasp of the basic principles of effective written communication.

Course Outline

- Writing what you mean
- Communicating the message with appropriate feelings and attitudes to your reader
- Writing external correspondence
- How to plan and organize ideas
- How to present your ideas on paper
- Readability and clarity principles
- Types and formats of business letters and faxes
- Writing internal correspondence

Course Fees

Type	Full Fees (inclusive 7% GST):
Member	\$428.00
Non-member	\$535.00

Trainer

Ms Mae Wong is a Senior Associate Trainer of SNEF. She has extensive working experience in training local companies in minute-writing and business communication skills. Ms Wong received her Masters of Arts (TESOL) from University of London, UK and Masters of Arts (ENGLISH) from University of Waikato, New Zealand.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 5pm (14 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category

'Business Writing'

Enquiries:

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