

# NDA

Business Skills  
Qualifications  
IT Solutions



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A pair of our favourite courses are coming up soon - [Business Writing Skills \(Basics\)](#) and [Business Writing Skills \(Advanced\)](#). And to celebrate Tasmania's Ritchie Porte playing a big role in Team Sky winning the Tour last night we are offering **two enrolments for the price of one** on both courses.

- [Business Writing Skills \(Basics\)](#) How to write correctly for business purposes; the eight most common errors in business writing; five tips to improve your composition; three tips to improve your editing; the importance of proofreading; how to write different types of business document.
- [Business Writing Skills \(Advanced\)](#) The structure of a formal report; different types of report; how to identify and organise content that has impact; correct grammar, including the proper use of commas, colons, semi-colons, dashes, and bulleted and numbered lists.

Both courses feature numerous examples of correct and incorrect business writing and there are many opportunities to hone your own writing skills with practical exercises.

*Just what I needed - much better than other writing courses I have attended elsewhere.*  
**CC, Transend, Business Writing Skills (Advanced), 20 December 2012**

*Provided extremely useful info that I will continue to use on a daily basis.*

**RH, Kraft Foods Australia, Business Writing Skills (Basics), 15 October 2012**

*Enjoyed the course and can't wait to put it into practice.*

KS, RACT, Business Writing Skills (Advanced), 20 December 2012

*I really enjoyed the course, it was easy to follow and gave me a lot more insight.*

**HB, Howrah Plumbing, Business Writing Skills (Basics), 23 August 2011**

*Overall the training was very thorough and in-depth and the trainer had a strong and sound knowledge.*

**ES, Huon Valley Council, Business Writing Skills (Basics), 15 October 2012**

**[Business Writing Skills \(Basics\)](#)**

Hobart and Launceston, Wednesday 14 August

**[Business Writing Skills \(Advanced\)](#)**

Hobart and Launceston, Thursday 15 August

**To take advantage of this offer phone Janelle on 1300 765 736.**

With warm regards

Nigel Davies  
Director, NDA

You are receiving this newsletter either because you attended an NDA training course and ticked the relevant box on the course review form or because a friend subscribed you. You can unsubscribe automatically at any time by clicking the link at the bottom of the email.

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**Forthcoming training courses**

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The following courses will shortly be presented by NDA, some at significant discounts on standard rates (to obtain the discount, please phone Janelle on 1300 765 736 and mention this email when making bookings). Clients with existing bookings for discounted courses may not change them but additional people may be added at the discounted rate.

**Hobart IT Courses**

[Intro to PCs with Windows and Office](#) 24/25 Jul - \$480

[Designing Simple Websites](#) 29 Jul - \$240 **two people for the price of one**

[Excel Introductory](#) 5/7 Aug - \$480

[Excel Intermediate](#) 7/8 Aug - \$480

[Excel Advanced](#) 8/9 Aug - \$480

[Access Introductory](#) 14/15 Aug - \$480

[SQL Introductory](#) 19 Aug - \$285

### **Hobart Business Skills Courses**

[Assessment](#) 24/25 Jul - \$570

[Effective Supervision Skills](#) 7 Aug - \$285

[Business Writing Skills \(Basics\)](#) 14 Aug - \$285 **two people for the price of one**

[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285 **two people for the price of one**

[Delivering Convincing Presentations](#) 21 Aug - \$285

### **Launceston IT Courses**

[Intro to PCs with Windows and Office](#) 30/31 Jul - \$480

[Excel Introductory](#) 6/7 Aug - \$480

[Excel Intermediate](#) 7/8 Aug - \$480

[Excel Advanced](#) 8/9 Aug - \$480

[Access Introductory](#) 15/16 Aug - \$480 **two people for the price of one**

[Visio](#) 19 Aug - \$285

### **Launceston Business Skills Courses**

[Assessment](#) 25/26 Jul - \$570

[Effective Supervision Skills](#) 7 Aug - \$285

[Business Writing Skills \(Basics\)](#) 14 Aug - \$285 **two people for the price of one**

[Business Writing Skills \(Advanced\)](#) 15 Aug - \$285 **two people for the price of one**

[Delivering Convincing Presentations](#) 21 Aug - \$285

[Managing Successful Projects](#) 22/23 Aug - \$570

### **Devonport IT Courses**

[Excel Intermediate](#) 2/8 Aug - \$480

[Microsoft Project](#) 6/7 Aug - \$480

[Excel Advanced](#) 8/9 Aug - \$480 **two people for the price of one**

[Access Advanced](#) 16 Aug - \$240

#### **HOBART**

Level 3, Trafalgar Centre,  
110 Collins St  
Hobart TAS 7000  
Phone: (03) 6224 2660

#### **LAUNCESTON**

Level 1,  
65 St John Street  
Launceston TAS 7250  
Phone: (03) 6334 4910

#### **DEVONPORT**

The Roberts Building,  
23 Stewart St  
Devonport TAS 7310  
Phone: (03) 6423 4547