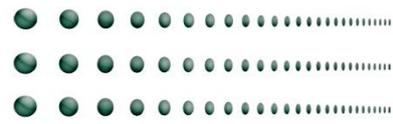




RT0 provider code: 60034

Business Skills
IT Solutions
Qualifications



Business Writing Skills (Basics)

National Competency Standard (BSB):

BSBWRT301 Write simple documents

Course Objectives

This is an entry level course that teaches basic business writing skills. If you are already competent in these skills you may wish to consider NDA's Business Writing Skills (Advanced) which is presented at a higher level. Business Writing Skills (Basics) 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 business writing skills and provides guidelines and tips for becoming a more effective business writer

Pre-Requisites

Basic keyboard and mouse skills

Duration

1 day.

Course Outcomes

1. Improve writing skills by using basic writing guidelines
2. Recognise and correct common grammatical errors
3. Write using effective sentences and paragraphs
4. Use five simple steps to improve your composition
5. Use four simple steps to improve your editing
6. Write effective business letters and e-mail messages

Optional Assessment

This is 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

Business Writing Skills (Basics)

Course Content

The characteristics of effective business writing

- Writing for different audiences
- The style of this manual

The eight most common errors in business writing

- Upper and lower case
- Using numbers
- Apostrophes
- Consistency of tense
- Verb/subject agreement
- Commonly confused words
- Correct use of sentences and paragraphs
- Correct sequence of clauses

Five steps to improve your composition

- Define your purpose
- Organise your thoughts
- Be concise
- Refine the content
- Refine the appearance

Three steps to improve your editing

- Delete unnecessary words
- Replace complex words and jargon
- Re-write if necessary

The importance of proofreading

Different types of documents

- How to layout a business letter
- How to write a business email
- Potential disadvantages of email and how to avoid them