Better Business Correspondence

by Iannis Ireland
Training & Development Officer

WILTON BRADLEY

Better Business Correspondence

Training Module

Duration:	1.5 hrs	**Delivery Methods:**	Microsoft Teams / Face-to-face

Who Is This Training For?

- Anyone with responsibility for communicating clearly and effectively in the written form
- Anyone who wants to refresh their business letter-writing skills
- Anyone with responsibility for modelling good practice to others

Course Description

With electronic usage (including AI) on the increase, the art of writing clear, concise and effective business letters (or emails) runs the risk of being lost.

This course aims to develop the following:

- A better understanding of the purpose of accurate letter writing
- Knowledge of the features of effective business correspondence
- Understanding of extras we can add for better effect / persuasion
- Understanding of the best structure to use when corresponding
- To discuss common grammatical mistakes to help you sound more professional

The course also provides the following:

- Opportunity to write and analyse your own business correspondence, and identify areas for improvement

Benefits Of Attending

- Better knowledge and understanding, enabling you to model excellent practice to others
- Increased capacity to get your point across to others without wasting time and resources
- Better results overall, due to your improved communication skills
- Better prospects – you'll get noticed!