

# Business Writing Series - Writing, presenting, and editing your document

The Business Writing Skills workshop is aimed at ensuring you have the skills needed to apply structured writing techniques to develop clear, user-focused and accessible documentation.

The workshop is targeted to individual participant development needs to help you write with authority and clarity. The ability to express yourself clearly in writing is one of the most important skills in business.

Within the workshop, you will be introduced to tried and tested structured writing techniques that will help you plan and write effective emails and short business documents that get the results you need.

If you would like to hone your ability to write with clarity and influence, then this program is ideal for you.

## Snapshot

Duration: The course consists of 3 x 90 minute sessions. All 3 sessions must be attended.

- Structured writing (Part 1/3)
- Planning and designing your document (Part 2/3)
- Writing, presenting, and editing your document (Part 3/3)

## Topics covered

In session 3, you will learn best practice guidelines for writing and presenting your content, and how to review your document.

The session will cover:

- Writing your document

Using plain language

Choosing your words

Constructing sentences appropriately

- Presenting your document

Guidelines for text, lists, tables and graphics

- Reviewing your document