

Grammar & punctuation for business communication



The age of electronic communication has brought countless benefits to organisations and employees worldwide. Being able to communicate via email, instant message and social forums has resulted in significant cost savings and enhanced profitability for companies. While there are numerous benefits of embracing these new technologies, organisations cannot be oblivious to the lack of structure and grammar that these new communication channels encourage.

The ability to write clearly and correctly is still one of the key ways for organisations to differentiate themselves from their competitors. Recent research, however, has shown that most graduates lack the ability to write well.

This programme will provide you with easy to use rules of English grammar, punctuation and spelling in a lively and non-threatening environment enabling you to become a more confident and accurate business writer.

Locations, Dates & Fees

London

29 April & 28 October

Individual Fee: £450 per delegate

Group Booking: £405 per delegate

All sessions are from 10am - 5pm with one hour for lunch

Lunch & refreshments included

Please note that local taxes may apply

Benefits

This programme will provide you with the tools to:

- Ensure that your writing reflects your level of professional competency
- Become a confident and efficient business writer
- Write business documents more accurately and professionally
- Save time and embarrassment
- Ensure your reader is focused on the content of your writing

Who should attend?

Anyone who:

- Requires more confidence when writing emails, proposals, documents, etc.
- Needs to refresh their knowledge of English grammar and punctuation
- Relies on colleagues to correct their written work

Programme Content

- Grammatical terminology
- Simple and complex sentence structure
- Common pitfalls in English grammar
- Punctuation rules and trends
- Commonly confused words
- Proofreading for grammar, punctuation and spelling errors

Related Courses

Effective Business Writing

Writing with Impact