POWER Writing

Description:

Good writing leads to clarity and understanding, helping people to form better business relationships with clients, colleagues and team members.

In this workshop you will learn to balance your own and your reader's needs, organise your thoughts clearly, and express yourself in a modern business style. You will learn how to handle difficult situations by using an appropriate structure and tone. 'Power Writing' is sets out the basics of writing in a modern and readable style.

This workshop has been developed for professionals from a wide range of industries who wish to improve their business language and professional skills in the shortest possible time. They will not be beginners in English but instead will have studied in English to a high level but may have limited experience or confidence in applying their language in communications with overseas customers and colleagues.

Program aims:

By the end of the workshop, participants will be able to:

- tailor their writing style to fit their readers' needs
- plan and organise their writing to fit their purpose
- write clear, concise and complete letters and emails
- construct sentences correctly and effectively in plain English
- produce clearly organised and written reports

How you will benefit:

Participants can expect to improve their English and professional skills in the following ways:

- have improved their ability to plan reports;
- be able to write more structured reports;
- have an improved understanding of the language of reports;
- be familiar with a range of report formats.

Program content:

This workshop is hands-on and task-based, with frequent role-plays practice activities designed to develop essential language skills. It covers the following areas:

- Report basics – focusing on the reader, approaching the task, sections of a report;
- Writing concisely – style and clarity, cohesive linkers, practice;
- Writing specific sections – terms of reference, conclusions, recommendations; executive summaries;
- Review and action planning