Writing it Right
Skills for Effective Business Writing
With a 1 or 2 Day Option

LDI

"This comprehensive one or two-day workshop delivers solid tools and techniques that will help you add clarity and power to all of your written documents. You will learn dozens of proven tips, techniques and shortcuts that will help you approach your writing projects with confidence. Ensuring that the message you send is the one your readers will receive.

Choose the One-Day training option for the Basics of Business Writing. Choose the Two-Day training option for a more comprehensive, "hands on" approach to all of your business writing needs with exercises to enhance the tools and techniques of day one."

HOW YOU WILL BENEFIT:

- Hone your unique writing style
- Discover how to take the aggravation and frustration out of writing,
- Learn to be a more compelling communicator,
- Eliminate embarrassing mistakes!
- Drive your message home with power and style — and get the results you need!
- Proofread like a pro to keep embarrassing errors from slipping into finished documents
- Organize your thoughts and information quickly with a systematic method

WHAT YOU WILL COVER:

- How to write from your reader's perspective
- How to get started when you know what you need to write, but don't know how to write it
- How to "cut the fat" from your writing
- How to "smooth out" a choppy message
- How to choose the right words
- How to follow the important grammar and punctuation rules
- How to ensure your emails get read
- How to take notes for yourself and for others

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