

## Advanced Writing Skills

### Overview

Even seasoned writers occasionally need to brush up on their writing skills. This workshop is designed for people who regularly write as part of their job. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal or of action, that reflect current word usage and up-to-date formats. You will also become more skilled at writing business cases, proposals and reports, and learn more about e-mail etiquette.

### Benefits:

- Discuss your writing challenges.
- Learn how to make your writing clear, concise, and correct.
- Improve sentence construction and paragraph development.
- Identify some ways to make your writing simpler and easier to read.
- Learn about a tool that can determine how readable your work is.
- Develop effective business letters for tough situations.
- Discuss e-mail etiquette.
- Develop an appropriate writing style and format for your letters, business cases, and reports.
- Recognize standard ways of documenting materials

### Course Content:

- How to make your writing clear, concise and correct
- Types of words and when to use them
- Using Inclusive Language
- Seven ways to simplify your writing
- Sentence and paragraph construction
- Business Letter Formats
- How to write Reports & Proposals
- How to write a Business Case
- How to write a Request for Proposals
- Email Etiquette
- Documenting Sources

### Our Guarantee

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

### Duration

1 Day Workshop

To book a place on this course, call our booking line on +353 (0) 46 9249618 or e-mail [info@midasgroup.ie](mailto:info@midasgroup.ie) or book online