Writing Skills

Want to brush up and improve upon your writing skills? Effective Writing will help you do just that.

No Modules: 6

Duration: 90min

Level: Introductory

Module 1: The English Sentence

What's covered?

It's recommended that writers use a variety of sentence types that flow from one to the next to create a piece of text that's interesting, cohesive and coherent. This module explores the different types of sentence and the components used to build a sentence.

Module 2: Spelling & Punctuation

What's covered?

Spelling and punctuation are vital to the success of your writing. Misspelt words and incorrect punctuation can give a negative impression of your organisation. This module explores some common spelling rules. Writing that lacks punctuation can be difficult to understand, this module will look at the different types of punctuation marks and how to use them.

Module 3: Effective Writing

What's covered?

Writing is an essential part of working life, but do you know how to write effectively? This module explores how to prepare for writing, how to structure your document, how to express yourself clearly with carefully chosen words and finally how to edit, correct and improve your writing.

Module 4: Planning Your Report

What's covered?

The key to a successful, well written report is preparation. This module will explore the stages of report writing from setting objectives to researching your subject and referencing your work.

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Module 5: Writing Your Report

What's covered?

An essential part of business is the ability to write reports. This module looks at how to structure a report from the executive summary through to conclusions and recommendations. A report doesn't just rely on the quality of its contents and how it's structured but also the style in which it is written, this module will explore writing styles and look at the importance of text formatting.

Module 6: Email Etiquette

What's covered?

This module explores sending and replying to emails. We will break down the technical terms and explain the different functions associated with emailing. We will provide you with some useful hints and tips for writing business emails.

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