



**Length: 2 Days (8:30 – 16:30)**

## ABOUT THIS TRAINING

Quickly improve the documents you write with our tips on grammar, punctuation, style and sentence construction...

## WHO SHOULD ATTEND

Suitable for all levels of staff in the organisation who would like to improve the quality of the business documents they write. This course is particularly helpful for those who don't speak English as a first language.

## WHAT WILL I LEARN?

- The benefits of planning your writing
- Tips to avoid common errors and grammar mistakes that impact on your professional image
- The tricks to building effective sentences and paragraphs through the use of punctuation
- How to produce documents which are clear, effective and professional
- Why writing for a specific readership and for different circumstances is important
- How to analyse and edit your own documents

## COURSE OUTLINE

### Module 1: Preparation and planning

- The importance of all written communication having a clear objective
- Knowing your reader

### Module 2: Grammar and sentence construction

- How to avoid the most common grammar mistakes
- How jargon, slang and clichés can get in the way of understanding
- Using simple, plain language and short sentences

### Module 3: Punctuation made easy

- How to punctuate correctly to make sense of our writing

### Module 4: Standards in business writing today

- Using the correct lay-out when writing a business e-mail, letter or other document
- Using paragraphs to break up the writing, in order to guide the reader

### Module 5: An overview of report writing

- Using a structured approach, planning and researching
- Different types of reports

### Module 6: Editing – the final stage

- Avoiding re-writing and wasting time
- Editing, proof-reading and checking documents
- The end result – is it clear, concise, correct and professional

# Pricing

## WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

## WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training	Option 2: Face-to-Face Training
<ul style="list-style-type: none"> <li>• Fast, reliable internet connection</li> <li>• Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera</li> <li>• Printing facilities - should the delegates wish to print their course material before the training</li> </ul>	<ul style="list-style-type: none"> <li>• The training venue, refreshments, and meals for the delegates and the trainer</li> <li>• All audio-visual equipment: data projector, flipchart/whiteboard and pens</li> <li>• Pen and paper for the delegates</li> <li>• Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.</li> </ul>

## PRICING TABLE 2 DAY TRAINING COURSE:

Number of Delegates	Price per delegate for 2 Day Training Course (excl. VAT)	Total cost per group based on the number of people attending (excl. VAT)
4	R 6 510	R26 040
5	R 5 208	R26 040
6	R 4 340	R26 040
7	R 3 802	R26 614
8	R 3 396	R27 168
9	R 3 080	R27 720
10	R 2 832	R28 320
11	R 2 606	R28 666
12	R 2 454	R29 448
13	R 2 308	R30 004
14	R 2 184	R30 576
15	R 2 076	R31 140
16	R 1 980	R31 680
17	R 1 900	R32 300
18	R 1 826	R32 868
19	R 1 760	R33 440
20	R 1 700	R34 000

\*Terms & Conditions Apply. Prices change depending on number of delegates trained. Please request a formal quotation.