

Workshop : Successful Business Writing Skills

Date: Monday 15 April, 9 am - 4 pm

Cost: \$200 (incl GST)

Venue: Library Meeting Room, Ground Floor, RMH

This workshop will help you plan, organise & structure your email, memos, documents and other business communications. Whether your interest is in writing for clear communication, or becoming more time efficient, this course is essential for all staff who engage in written communication at all levels of the organisation.

Course Outline:

- Plan & structure ideas & information to meet the purpose of the document
- Choose a writing style to suit the message & the reader
- Draft clear & concise documents using persuasive language and avoiding common writing faults
- Use words & phrases that will improve comprehension of your message & promote a positive tone
- Edit & proofread with accuracy
- Effectively use writing & editing tools to make writing easier
- Manage a live document that changes as it is circulated & reviewed

Maximum 15 participants

Complete this section to enrol:

Name:

Organisation:

Preferred email:

Phone:

Payment method: Please select

Cost Centre (Melb Health only): I authorise a total payment of \$200 from the following cost centre:

Supervisor:

Campus code:

Cost Centre:

Account: 36560

Credit Card:

Visa:

MasterCard:

Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$200

Signed:

Invoice (External organisations only):

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

[Check your email for enrolment confirmation and course information / updates.](#)