



# Business Writing Skills



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🕒 1 day 📍 Live Online, Face-to-Face, Workplace 💰 \$ 850

Writing in the workplace is now ubiquitous and is an unavoidable part of professional life. From constant emails to high-profile presentations, WHS reports, business cases, and social media, our written content is a direct reflection on us.

It's important to write correctly, as well as express ourselves with clarity and efficiency in order to achieve our outcomes.

In this course, you'll learn how to structure your writing and get your message across with ease, speed, precision, and clarity.

Many professionals need assistance to plan their documentations, organise their thoughts, choose the right tone, and cut the 'waffle'.

This highly practical course will assist you to plan, organise, and structure your writing to achieve better results. You'll learn how to write efficiently and effectively through applying professional techniques to produce well-structured and easy-to-read emails, letters, and reports.



Discover more at  
[swi.nu/write](https://swi.nu/write)

## Course highlights

- Write more clearly in your business correspondence and outputs.
- Plan, organise, and structure your business communication efficiently and effectively.
- Write sentences, paragraphs, and documents using clear and easily understood language.
- Produce coherent, clear, and professional letters, emails, and reports.
- Adjust your writing style to suit the requirements of the topic and the reader.
- Revise, edit, and proofread documents.
- Use tools that help you move past issues like writer's block or not knowing where to start.

## Who should attend?

Any professional who wants to improve their writing in the workplace. This includes reports, presentations, documents, business cases, emails and other correspondence.

## Learning objectives

By completing this course, participants will be able to:

- Become more influential in your workplace.
- Increase your productivity and reduce down-time spent with writer's block.
- Boost your communications confidence.
- Receive a participant course training manual to take with you.

## What you can expect

- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

## Pre-course work

There are no pre-requirements for this course.

## Dates

**View dates and register** for this course.

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## The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au).

"I enjoyed using a range of platforms to engage with each other through visual, verbal, and written formats as it helped to create an engaging experience."




**Jenna**

Participant,  
Business Writing Skills





## Contact us

-  1800 633 560
-  [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au)
-  [swinburne.edu.au/swinburne-edge](https://swinburne.edu.au/swinburne-edge)