

PROFESSIONAL BUSINESS WRITING MODULE

Unit Standard	119472
NQF	3
Credits	3
Duration	1 day
Organisational Development Area	Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)

COURSE OUTLINE

- What is business writing and why is it important to write a good document?
- The Four C's (clear, concise, complete and correct);
- Writing clearly;
- Concise writing;
- Writing to complete a well-constructed document;
- Eliminating common writing mistakes;
- Email netiquette;
- Proofreading documents.