

# Business Writing that Works

**Duration:** 8.00 hours (1 days)

**6.5 CPD Hours**

**Rating:** ★ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

Learn how to perfect your business writing in this one-day workshop. While there are many types of business writing, this workshop will provide tools to write effective memos, emails, and letters, as well as briefly touch on reports and proposals.

## About This Course

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# Learning Outcomes

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## **Upon successful completion of this course, participants will be able to:**

In writing, it is important to make sure your message is easy to understand, that you have included all the necessary information, and that the points are expressed clearly. In business writing, it is also essential to convey information in a professional and courteous manner using proper formatting.

Learn how to perfect your business writing in this one-day workshop.

This one-day workshop will help you teach participants how to:

Write and proofread your work so it is clear, concise, complete, and correct.

Apply these skills in real world situations.

Use language that is courteous.

Understand the proper format for memos, letters, and emails.

Determine whether your writing can be easily understood by your intended audience.

## Additional Course Details

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Nexus Humans Business Writing that Works training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Business Writing that Works course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

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## **Q: What delivery options are available for Business Writing that Works?**

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
  - Traditional Instructor-Led Classroom Training (ILT)
  - On-site delivery at your offices anywhere in United Kingdom
  - Private dedicated courses customized for your team
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## **Q: How many CPD hours does this course provide?**

The 1-day Business Writing that Works course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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## **Q: What is the duration of the Business Writing that Works training?**

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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## **Q: Do you provide corporate training for Business Writing that Works?**

Yes, we provide corporate training, dedicated training, and closed classes for Business Writing that Works. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for Business Writing that Works?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Business Writing that Works training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

# Nexus Human

## Professional Training & Development

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