

EFFECTIVE NOTE TAKING AND WRITING SKILLS FOR MAXIMUM EFFECTIVENESS



OVERVIEW

Writing in formal context requires certain knowledge of the mechanics of a particular business document. The sentence structure, the choice of vocabulary and the language style can be an unfamiliar territory for some. This course is designed to help officials get a good grasp of the fundamentals of email and note writing, enhance their English language competency as well as their elevate their self-confidence.

OBJECTIVES

- ✚ Understand the principles of formal writing
- ✚ Internalize techniques of impactful emails and notes
- ✚ Identify and use appropriate business vocabulary
- ✚ Use the contemporary style in formal correspondence
- ✚ Apply proofreading techniques in writing

WHO SHOULD ATTEND?

Clerks, Executives, Managers

- ✚ Module 1: The Writing Process
- ✚ Module 2: The Language Aspects of Writing
- ✚ Module 3: Housekeeping Writing
- ✚ Module 4: Perfecting the Art of Note Writing
- ✚ Module 5: Effective Note Taking
- ✚ Module 6: Express Writing

WORKSHOP OUTLINE

If you have any enquiries, please contact

+60 (3) 56213630 or

email: info@comfori.com

SBL CLAIMABLE



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