

Advanced Writing Skills

This is a one-day workshop for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. You can also learn some basics about writing business cases, proposals, and reports.

NB! You must complete Salem Consulting's *Business Writing That Works* course before taking this workshop.

What Will Students Learn?

- ✓ How to make your writing clear, complete, concise, and correct.
- ✓ How to improve sentence construction and paragraph development.
- ✓ How to deal with specific business requests.
- ✓ How to create effective business cases, proposals, and reports.
- ✓ How to thoroughly document sources that you use in your writing.

What Topics are Covered?

- ✓ The C's of writing
- ✓ Writing mechanics
- ✓ Dealing with specific requests
- ✓ Preparing business documents
- ✓ Editing techniques

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

Pre-Registration Information

Yes! I would like to attend **Advanced Writing Skills!**

Sign me up for the following session:

- Midrand, Gauteng
- Cape Town, Western Cape

- All workshops are from 8:30 a.m. until 4:30 p.m.
- Cost: R1260.00 per person
- Prices and dates are subject to change.

Your Information

Name: _____

Position: _____

Organization: _____

Telephone: _____

E-mail Address: _____

Mailing Address:

Salem Consulting

191 Bekker Road,
Midrand, Gauteng
South Africa, 1686

Mobile phone: (+27) 063 275 6513
Fax: (+27) 086 617 6110
Web Site: www.salem-consulting.co.za