

Writing with Perfect Grammar

Objectives

To provide positive guidelines for all forms of correspondence

To examine working examples indicating how and how not to communicate in the written form

To practice individually the art of writing with perfect grammar

Audience

This course is designed for **Managers, Writers, Secretaries, Editors and Proof-readers who need these core skills as a refresher.**

Duration

This is **one day Writing with Perfect Grammar** course. The course starts at **09:30** and runs until **16:30. Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **Writing with Perfect Grammar** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe.**

Writing with Perfect Grammar Course Outline

Grammar and punctuation rules

Speed reading

Avoiding controversial jargon

The art of writing clearly

Having structure

Handling letters of complaint

Practical working