

## Professional Writing for Business

### Course Content

The ability to communicate clearly and concisely is critical for business to operate efficiently.

This course aims to assist participants in writing clear and concise business correspondence. This includes:

- Email etiquette, wording and attachments
- Formatting letters
- Taking messages
- Report formatting and ensuring relevant content
- PowerPoint presentation layout, graphics, content and use during presentations
- Develop engaging and informative content for presentations

### Who should attend?

This course is suitable for any employee required to undertake written communication as part of their job role that may require support to communicate effectively in writing.

This course is also suitable for those who need to prepare and/or deliver presentations.

### Delivery Information

Duration: 1/2 Day

Locations: Devonport  
Launceston  
Hobart

N.B. Workshops can be customised and delivered on site.

### Investment

\$195 TCCI member

\$295 non member

### More information?

Call today to discuss your training needs including onsite or customised delivery or email [training@tcci.com.au](mailto:training@tcci.com.au).