



Date of Commencement: 2, 4, 9 & 11 Aug 2011  
Duration: 4 evening sessions  
Time: 7.00pm - 9.30pm  
Venue: IACT College  
Fees: RM350 per participant  
HRDF Training Grant: SBL

**W**riting an uphill task? Gain skills to help you gain confidence in writing well at work.

### **Objectives:**

Upon completion of this course, participants will:

- better organisation of thoughts.
- determine the needs of the reader before writing, to achieve impact, get your letter read and produce results.
- identify a clear purpose before writing.
- write to communicate clearly and more concisely.

### **Contents:**

- Participants goals
- Three stages of writing (prewriting, writing and rewriting)
- Audience analysis
- Formats
- Organisation of thoughts
- Avoiding long-winded phrases and worn-out expressions
- Style and Tone

**Suitable for individual who wish to enhance his or her writing skill.**