



Date of Commencement: 3, 5, 10 & 12 Aug 2010
 Duration: 4 evening sessions
 Time: 7.00pm - 9.30pm
 Venue: IACT College
 Fees: RM350 per participant
 HRDF Training Grant: SBL

Writing 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.