

# Writing for Business

## Emails, reports, proposals and other business documents

29<sup>th</sup> March 2010 - Sydney

This 1-day intensive workshop is for everyone who wants to improve their business writing skills. No matter what type of writing you do this workshop will help you:

- ✓ sharpen and update your written communication skills
- ✓ understand the latest trends in business writing, including grammar and punctuation
- ✓ plan and write more quickly, effectively and professionally
- ✓ structure, write, proofread and edit all documents effectively
- ✓ pass on your new skills to others

### In this workshop you will learn ...

- How to write letters, emails, reports, proposals and other business documents to get the attention of your audience and the results you want
- The keys to writing in Plain English
- Tips on current grammar and punctuation
- An approach to planning and writing that will help you write any document more quickly and easily
- An easy-to-apply formula for structuring documents
- The importance of the opening and the close – and how to write them
- How to write executive summaries with impact
- Layout and format tips to maximise readability of your documents
- How to proofread, check and edit your documents effectively

### You will receive:

- ✓ **a comprehensive workbook, including current grammar and punctuation tips**
- ✓ **the opportunity to receive feedback on your writing**



[Kerry Chater](#) specialises in writing for the business sector – workshops, coaching staff, word smithing documents and advising on templates. She makes learning about business writing – even grammar and punctuation! – fun, relevant and easy to apply to your written communications.

Kerry's client list is extensive. Her current clients include Kellogg Brown & Root Pty Ltd (KBR), Bupa Australia, Barclays Global Investors, NSW Department of Industry and Investment, Toshiba, Veolia Water, Women on Boards, Queensland Motorways Limited, GS Roasting.

To gain full advantage from *Writing for Business*, bring examples of your writing for feedback.



Ph: (02) 9267-5220 Fax (02) 9267-4202

Email: [info@espeak.com.au](mailto:info@espeak.com.au)

Website: [www.espeak.com.au](http://www.espeak.com.au)

# Writing for Business

29<sup>th</sup> March 2010 - Sydney

## SYDNEY PROGRAM

Monday, 29<sup>th</sup> March 2010

### VENUE:

Saxons Training Facilities  
Level 10, 10 Barrack Street, Sydney, 2000  
[Download Saxons Venue map](#)

## MELBOURNE PROGRAM

### VENUE:

Saxons Training Facilities  
Level 8, 500 Collins Street, Melbourne, 3000  
[Download Saxons Venue map](#)

## BRISBANE PROGRAM

### VENUE:

Regus Riverside  
Level 18, 123 Eagle Street, Brisbane QLD 4000

**Registrations** are from 8.30am. Program starts at 9.00am and finishes at 4.00 pm

### Registration Fee:

\$595.00  
Includes 10% GST, lunch and breaks.  
participant workbooks and handouts

### Discounts

For 3 or more delegates from the same organisation, a discount of \$50.00 per person applies.

### Cancellations

- Full refund if notice is received two weeks prior to workshop
- 50% refund if cancellation received at least one week prior to workshop

### Changes to Program

E&S reserves the right to alter the content, date or venue if necessary. Every effort will be made to communicate with participants immediately.

### In-house Programs

This program can be tailored for your own organisation's needs

For more information, please contact Julie Ankers on (02) 9267-5220, or Email: [info@espeak.com.au](mailto:info@espeak.com.au)

## REGISTRATION / TAX INVOICE

(Please keep a copy for your records)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Attendees' Names:

---

---

---

---

---

---

---

---

Total payment \$ \_\_\_\_\_ for \_\_\_\_\_ attendees via:

**DIRECT DEPOSIT BSB: 032-016**

**Acc No:377845**

**CHEQUE Payable to E&S Training & Development**

Visa  MasterCard  Bankcard  AMEX  
 Diners Club

Card No. : \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Fax, post or email with payment to:

E&S Training & Development Pty Ltd  
ABN 90 090 425 308  
Suite 605, Level 6, 276 Pitt Street, Sydney 2000  
Phone: (02) 9267-5220  
Fax: (02) 9267-4202  
Email: [info@espeak.com.au](mailto:info@espeak.com.au)

Ph: (02) 9267-5220 Fax (02) 9267-4202

Email: [info@espeak.com.au](mailto:info@espeak.com.au)

Website: [www.espeak.com.au](http://www.espeak.com.au)