

Rhema Skills Development Courses

Course Title: Written Communication Skills

Duration: Two Days

Course Objectives:

As a result of this course you will be able to:

- Plan and structure written communications to achieve your objectives
- Write with accuracy, brevity and clarity
- Check the readability of your written communications
- Use an attractive layout and effective graphics and diagrams
- Communicate an appropriate tone in written communications
- Draft, amend and proof read to ensure the best results are achieved

Course Content:

- Establishing communication priorities
- Planning the communication
- Information gathering
- Creating written communications
- Writing for easy comprehension
- The clarity index and its use
- Structuring written communications
- Layout and graphics
- Drafting, amending and proof reading written communications
- The use of house styles and colours to convey the right messages