

Assess, Address, Achieve!

Business Writing Skills

Just like any other form of communication, much attention needs to be paid to [business writing skills](#). Our communication with our clients needs to be **professional at all times** and should a client get written communication that is less than perfect, it immediately **sows doubt in his mind** regarding the ability of the individual dealing with his query.

The majority of **business writing** takes place on email as this is by far the most popular form of confirming arrangements, quick requests, memos and even in some instances addressing of slightly more complicated issues.

Email etiquette, however, forms only part of the subjects brought up in [business writing training](#) as we need to look at things like **quotation formats, disclaimers**, the simple **business letter, social media representation** and even the **minuting** of meetings in the business environment.

South Africa is a country where the majority of people conduct business in their second or even third language and certain aspects of English such as **sentence structure, grammar** and **spelling** do not come naturally. It is thus essential that these issues are simplified to ensure the confidence and comfort of the individual to execute his duties comfortably and from a client's perspective, professionally.

Whilst the use of templates are widely encouraged, it is still necessary for an individual to make changes and input conditions pertinent to a discussion he may have had with a specific client; and to do this often requires a much better use of language to ensure smooth reading and most of all to avoid the copy and paste syndrome of not making sense.

The [Staff Training business writing course](#) is simple and straight forward and in the space of one day we address how to **clarify your goal when writing**, how to **create your structure, put your message together** and **coherently communicate** your point.

We address common errors in written language and we have an **email specific** section that pertains to the **etiquette of electronic communication**.

