



Key Learning Objectives

- Be understood
- Get to the point
- Make writing persuasive

Talk on Paper

Course Description

A ground-breaking, fun, business writing workshop. This clear and engaging approach accelerates the key writing skills needed by effective and modern business communicators.

Learn how today's top business writers get their message across. Express your thoughts in a clear and concise way. Switch between writing styles while using the right expressions and tone. Your trainer will show you how to grab attention and deliver a precise and powerful message every time.

Workshop Description

- One day
- Language: English

Module 1: Thinking Structure and Writing Style

Module 2: Write Efficient Emails

Module 3: Empower your Letters

Module 4: Concise Minutes and Memos

Module 5: Report Writing

Who Should Attend?

- Managers
- Service professionals
- Consultants
- Analysts
- Consulate staff

Contact

Watwick

T: 86 21 6101 0486

F: 86 21 6101 0487

warwick@warwickjohnfahy.com

www.warwickjohnfahy.com

level 23, Citigroup Tower, 33 Hua

Yuan Shi Qiao Rd, Shanghai