

## Short Courses

**Course Name**

Business Writing

**Course Description**

At Network Rail, the ability to write well and with clarity is important when communicating with others. This course will help you to structure your business documents in an impactful, clear, purposeful way, that is suited to your audience. We will help you develop the skills to write professional reports. You will learn how to apply business writing techniques to your work and how to choose words that engage your reader. Whether you are writing an email, a Teams message, a proposal or a report; this course will help you to keep it simple, concise and engaging.

**Audience**

This workshop is aimed at those who would like to refresh their business writing skills, write professional reports or understand how to write more impactfully and concisely.

**Duration:** 1 Day(s) **Class Size:** 16

**Competence Name Awarded**

N/A

**Competence Awarded**

N/A

**Course Code**

N/A

**Prerequisite Name**

N/A

**Prerequisite Short Code**

N/A

**Skills Assessment Scheme Regime**

N/A

**Course Type**

Face to Face

**Download Date: 20/5/2024**