

BUSINESS WRITING SKILLS FOR BETTER ENGLISH COMMUNICATION

29 NOVEMBER 2019
(FRIDAY)
9 AM - 5 PM



organisers

Business Communication Asia &
Business Communication Studio
(Singapore)

tentative venue

Hotel Grand Pacific, Singapore
(101 Victoria Street)

course fees

SGD 450 nett per person.

Complimentary
hotel buffet lunch, coffee/tea
breaks with refreshments,
course materials and certificate of
recognition will be provided.
Halal and vegetarian food options
available.

**This is also a
SkillsFuture eligible course.
If you are a Singaporean aged 25
and above and wish to use your
SkillsFuture Credits from the
Government for this course,
please enquire with us separately.**

course outline

"This course covers useful strategies for writing courteously with clear, correct and concise wording; how to instill personality and enthusiasm into my documents; how to eliminate negative or blunt language and improve my flow of writing with grammar." - Cathy Tan, Republic Polytechnic

Our writing is part of our professional persona.

With emails and written documents being the preferred mode of business communication and increased responsibility being placed upon the shoulders of employees, clear and concise modern writing skills are a must for those who are aspiring to scale the corporate hierarchy, and receive career and promotion opportunities in Singapore. Such opportunities may be lost to others who are more competent in communication in our competitive corporate world.

This is a results-oriented and practical course that caters to busy employees, and a good refreshing booster for everyone requiring effective business writing skills on the job. This course includes analysis of writing samples, writing tasks, group discussions and work relevant activities. Attendees will be constantly challenged and checked to measure their ability to handle the various types of business writing.

This course will professionally help us to:

- Understand the importance of English, writing and grammar skills in our jobs.
- Demonstrate working knowledge of writing skills as well as language and grammatical rules.
- Write more clearly, correctly, concisely and courteously.
- Recognise and correct common English errors.
- Edit, practice, check, hone and improve our business writing.

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highlights of learning topics

- Writing clearly and avoiding ambiguous constructions.
- Writing correctly with correct use of words and vocabulary.
- Writing concisely.
- Writing courteously and being reader-friendly.
- Correcting writing samples.
- Noun, tense and verb agreements.
- Parts of speech and building blocks of English writing.
- Understanding Singlish and common errors in oral and written communication through focused activities and discussions.
- Types of adverbs and harmonious sequencing.
- Prepositions – prefixes and suffixes.
- Pronouns – subjective and objective forms.
- Frequently confused word pairs.
- Dangling modifiers and ambiguous sentence structures.

chief facilitator: Sandra Daniel

Published Writer, Business Writing and English Language Specialist
ACTA (Advanced Certificate in Training and Assessment) Corporate Trainer
and Associate Adult Educator
Master of Science in Training and Development from University of Leicester
Professional Trainer at Business Communication Asia (Singapore)



Sandra is a veteran corporate trainer who specialises in professional written communications and organisational productivity. She has been guiding various statutory boards, government-based organisations and private business enterprises in recognising opportunities to function proficiently in competitive environments, particularly in the area of English language and written communication skills.

Apart from being a corporate trainer, Sandra is also an adjunct lecturer with educational institutions such as the Singapore University of Social Sciences. She designs, develops and trains topics on "Written and Spoken English Communication", as well as "Critical Thinking for Writing". She also stays current on issues to cultivate specific skills and knowledge related to promoting employee development. Sandra regularly contributes articles on management and communication skills as well as effective learning strategies to the Straits Times Recruit based in Singapore. To date, Sandra is also the author of several books, including "Critical Thinking for Writing" and "Impactful Academic Writing".