

YWCA Toronto

Writing in Business Today

Save your time writing and rid yourself of writer's block. Say what you really mean, have confidence in your writing style and get the results you need from your readers.

Learn to write and achieve specific results

- Writing for the reader and being clear about purpose

Learn to structure your writing and save time and effort

- Using the stages of planning, composing and reviewing for tone and accuracy

Help readers understand your message quickly and easily

- Measuring readability by using techniques to achieve reading ease

Apply different principles of organization

- Using different sequences and formatting techniques

Learn to effectively prepare organizational documents

- Structures for agendas, minutes, reports and policies

Course Fee: \$155 /\$100 students (1 day)

Check out our 2007 Training Schedule at www.ywcalifeskills.org

YWCA Toronto

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Our clients say...

“Practical information for all –broad relevance for diverse learning needs. Well done.”

“Word economy and clarity were particularly helpful.”

“The learning flow was sensitive to the needs of the participants.”