



Business Writing Skills

10 - 11
July 2019

Writing is a key method of communication for most people, and it's one that many people struggle with. Writing and communication skills have degraded with more and more people communicating through email and text messaging. Developing writing skills are still important in the business world as creating proper documents (such as proposals, reports, and agendas), gives you an extra edge in the workplace.

Learning Outcome

- Gain better awareness of common spelling and grammar issues in business writing.
- Review basic concepts in sentence and paragraph construction.
- Know the basic structure of agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports.
- Know tips and techniques in writing agendas, email messages, business letters, business proposals, and business reports.
- Gain an overview of Request for Proposals, Projections, Executive Summaries, and Business Cases.
- Define proofreading and understand techniques in improving proofreading skills.
- Define peer review and list ways peer review can help improve business writing skills.
- List guidelines in printing and publishing business writing.

Who Should Attend?

- Executives
- Office Administrators
- Supervisors

Programme Leader

Stuart Lee is an HRDF-certified trainer with over 12 years of experience in the field of communications. He graduated with a Master of Arts in Language and Communication and is an active member of Toastmasters International since 2004. For the past 15 years, he has trained over hundreds of speakers to communicate effectively and also mentored many international speech champions. He has the ability to identify, nurture and fulfill the potential of individuals through a unique blend of unconventional methods and real-life experience. He is currently an emcee, moderator, presenter, and speaker at national forums.

Please Register here:

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PROGRAMME FEES

| Stakeholders | Non-stakeholders |
|--------------|------------------|
| \$450.00 | |

IMPORTANT NOTE

Stakeholders are participants from MOFE, AMBD and all domestic banks in Brunei Darussalam.

TERMS AND CONDITIONS

- The Programme fee is inclusive of workshop material(s), refreshment and certificate.
- Payment must be made upon receipt of invoice issued by CIBFM.
- CIBFM operates a strict NO CANCELLATION POLICY once the receipt of registration has been issued. However, CIBFM will welcome and accept replacements.
- CIBFM reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

Please email your completed form to
registration@cibfmbrunei.com

1 July 2019

Contact us!



askseed@cibfmbrunei.com



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