



PUBLIC WORKSHOP

22ND & 23RD NOVEMBER



BUSINESS WRITING WORKSHOP

BUSINESS WRITING SKILLS

For those who must write as part of their job, being able to write well is a real career boost. Learn how to capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete, and correct. Covering the 4 C's of good writing, choice of words, sentence & paragraph structure, letter & email writing and a lot more – our two-day workshop will concentrate on the nitty-gritty details that writers have to contend with. Participants will get practical advice on making the job of writing less difficult. Participants will also have the opportunity to discuss their writing problems and share solutions with others in the workshop.

WHO SHOULD ATTEND ?



Anyone who wants to improve their business writing and communication skills.

WHEN & WHERE ?



22nd & 23rd of November 2015 in a hotel in Dubai.

COSTS



US\$ 1200 Includes Buffet Lunch & Snacks. Early Bird Discounted Price **US\$1000**