

Effective Business Writing Course



Objective:

To learn about **practical tools** that can be used in writing business documents so as to **improve precision and clarity** in your messages.

About theory:

- Fog Index
- Options to reduce fog
- Persuasive writing
- Organizing ideas
- Guidelines for e-mail.

About practice:

Diagnostic and activities in which tools and basic concepts are applied.

Requirement:

Bring a paragraph or mail written by the participant (100 to 120 words).

Trainer:

Specialist in soft skills training for adults in organizational environments. Able to handle content in English and Spanish according to the audience needs.

Schedule: 7:00 a.m. to 1:00 p.m.

Length: 6 hours

Place: Centro de Excelencia Deloitte
Carrera 7 No. 71-21. Piso 14 - Torre B

Fee: \$390.000 + IVA

For in-company courses the length, content and fee will be agreed according to the approach.

For more information and inscriptions:

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