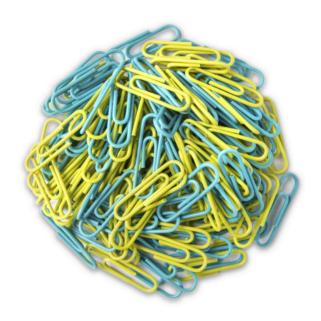
Deloitte.



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.

Educación y Desarrollo Profesional Deloitte - EDP

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 am to 1:00 pm

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.

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For more information and inscriptions:

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