

learning
equals
development

EQV Course Outline



■ Business Letter Writing (Ref BS-PD-BLW)

■ 1 Day

Tel: 0844 888 2732 E-mail: lets-talk@eqv.co.uk www.eqv.co.uk

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

Business Letter Writing (Ref BS-PD-BLW) (1 Day)

Business Benefit

Clear, concise written communication that projects a professional image is important to every organisation. This course focuses on the skills required to produce high quality written communication that is designed to inform and impress.

Who Should Attend?

Anyone who needs to produce clear business letters or proposals as part of their job.

Learning Objectives

By the end of this course you will be able to...

- Examine the content and structure of a business letter.
- Understand how to present different types of information using different styles.
- Create letters that have impact.
- Understand the guidelines for different types of letters.
- Create a personal implementation plan.

Course Content

- The conventions of letter writing.
- Creating a clear and logical structure.
- Making a strong start.
- Good business style.
- Techniques for strong endings.
- Guidelines for specific types of letter.

You may also be interested in

Essential PA Skills
Effective Written Communication & Report Writing

2011: 15 Jul • 16 Aug • 15 Sep • 17 Oct • 16 Nov • 13 Dec

2012: 17 Jan • 15 Feb • 15 Mar • 18 Apr • 17 May • 20 Jun • 17 Jul
15 Aug • 11 Sep • 05 Oct • 31 Oct • 01 Dec

Price: **£395**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

What Delegates Say about this course

"Feel much more confident in projecting the right image for our company when sending out correspondence"

"Very Good"

"Very well organised and very helpful"

