

learning
equals
development

EQV Course Outline



■ Reading & Written Communication (Ref BS-PD-RWC)

■ 1 Day

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Reading & Written Communication (Ref BS-PD-RWC) (1 Day)

Business Benefit

Reading and writing are skills most of us take for granted, but often our jobs require us to read or write documents which are more complex or technical than our day to day correspondence. Other times we may need to read a very lengthy document and have very little time in which to understand its content. This course is designed to help delegates deal with such challenges.

Who Should Attend?

Anyone who wishes to develop their reading and writing skills to a more advanced level.

Learning Objectives

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

- Identify your own reading type.
- Demonstrate different ways of reading text.
- Explore scanning and skimming.
- Describe the stages in analytical reading.
- Write in a constructive and disciplined way.
- Identify and correct misused words.
- Understand how to construct clear sentences.
- Demonstrate how to use punctuation effectively.
- Explain common mistakes.

Course Content

- The benefits.
- Ways of reading texts.
- Reviewing and recall.
- Structures of text.
- Message construction.
- Punctuation.
- Spelling.
- Style.

You may also be interested in

Business Letter Writing
Minute Taking
Written Communication Advanced

Dates: 06 Jan • 06 Feb • 05 Mar • 08 Apr • 06 May
09 Jun • 06 Jul • 06 Aug • 08 Sep • 05 Oct
06 Nov • 08 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

"Will be very useful within my role in the media"

"Very well presented subject"

"I feel very confident in improving my techniques with what I learnt today"

