

BUSINESS WRITING

THE NEED

Every day, lawyers communicate through emails, letters, reports and proposals. Without training, many people lack the ability to write clearly and concisely. The documents they send may have little or no impact on the recipient.

WE CAN HELP

Our instructors will work with each participant to help them write clear, well organized documents that are reader-friendly. In our class, they will learn to:

- Write concise documents
- Eliminate the passive voice
- Create short, dynamic sentences and paragraphs
- Organize their thoughts quickly and cleanly
- Write e-mails, reports and letters that bring results
- Create documents that their colleagues will read and understand

HOW WE WORK

Participants send two samples of their writing to BusinessTalk instructors in advance of the class. In the workshop, participants learn crucial skills through group and individual exercises. In each section, they also apply each skill to their own writing samples, and receive individual attention from their instructor.

OTHER DETAILS

The class is typically one day in length, and accommodates up to 15 participants.

Very informative, practical and useful info. The skills you address are very relevant for all stages of our careers and hopefully we'll be able to implement these tools effectively.

