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Introduction

The Effective Business Writing short course provides you with practical tools and techniques to effectively develop professional business communications. This course will enable you to write structured, high quality and engaging workplace documents.

Learning Outcomes

By the end of this program you will be able to:

- Structure business documents
- Establish a written 'voice' appropriate to your audience and context
- Effectively use language while avoiding pitfalls such as bias and stereotyping
- Create consistency and credibility in your written communications
- Apply editorial and style techniques
- Write and review complex documents

Assessment

The assessment for this program involves the completion of tasks and a third party report. These tasks are listed in the Assessment Task Summary at the back of this workbook.

This program is aligned to the following unit of competency from the Business Services Training Package:

BSBWRT401A Write complex documents

This program is also aligned to the following units of competency from the Public Sector Training Package:

PSPGOV413A Compose complex workplace documents

PSPGOV513A Refine complex workplace documents