

# **Business Writing Skills**

Date	Venues	(\$)Fees	Book your seat
14 Dec -18 Dec 2025	Bahrain	2900	Register Now

### Objectives:

By the end of this course:

- Write business documents to a professional standard and conforming to acceptable formats
- Present information in an organized, structured way so as to achieve a specific objective
- Use a business-like style and vocabulary, while displaying sensitivity to different levels of reader expertise
- Express ideas with confidence and clarity, supporting persuasive and logical arguments.

#### WHO SHOULD ATTEND?

This course is focused on planning indoor coverage solutions for GSM and UMTS/eHSPA networks. It is targeted at operators eager to improve network performance by means of adding effective indoor sites in hotspots and gold corporate customers.

#### Course Outline:

Basic principles of written communication

- Clarification of objectives
- Audience analysis

Planning and organising material & content:

- Gathering information
- Structure and content
- Writing the first draft

## Style and vocabulary:

- Level of formality
- · Paragraph and sentence structure
- Using appropriate language
- Calculating a "Fog Index"
- · Grammar, punctuation and spelling

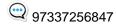
#### Diagrams, indexing and layout:

- · Tables and graphs
- · Content integration

• Style sheets and templates

## WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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