

# THE KEYS TO ERROR-FREE WRITING

**Create error-free letters, email, reports and other documents.**

**A one-day workshop on how to achieve powerful written documents.**

**Write it right!**

**Learn to write clear, professional documents that upholds your company's image and produce desired results.**

**The Fastest Track to Effective Business Writing**



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**Do you insert punctuation and not know why you did?**

**When it comes to grammar and usage do you guess every time?**

**Increase your confidence and skill!**

**Make sure your writing is professional!**

**Learn to:**

- **Correct punctuate sentences, bullet points, headings, and slides.**
- **Recognise and correct errors in sentence structures.**
- **Choose the appropriate word and voice**
- **Edit correctly**
- **Use up-to-date, practical language and phrases**
- **Adapt your writing to suit your audience**
- **Achieve a systematic approach**



## WORKSHOP SKILL DEVELOPMENT

### Focus on Up-to-Date Rules of Business Writing

- **Assess your skills in sentence structure, grammar and punctuation with a comprehensive assessment.**
- **Get clear explanations and illustrations of the rules**
- **Interact in lively activities that reinforce your learning and keep you motivated and focused.**
- **Check your understanding through self-tests**
- **Recognise what you have learned in a post-test at the end of the workshop**
- **Ask questions and get honest, knowledgeable answers.**

**Take these informative tools back to your desk:**

- **A 30-page guide of explanations, tests, and exercises**
- **A 6-page Quick-Reference Guide to Error-Free Writing**

### Our Trainers

The ITS English faculty is comprised of professionals from many industries. All our trainers are dynamic professionals with a wealth of practical experience, either as successful entrepreneurs or as senior managers, in-house trainers, English teachers and linguists.

In addition, all our trainers are required to have a minimum of five years of professional experience in conducting staff development/training workshops.

### Communicative Approach

We adopt the communicative approach to language training. Our aim is to make all of our training sessions as interactive and enjoyable as possible with plenty of opportunities for controlled practice and interaction.

Following a presentation / study of new language, participants are required to use the language to complete assigned tasks, such as interviews, situational role-plays, group surveys, teamwork problem solving and individual or group mini-presentations.

The exercises are closely monitored and then followed by a feedback session by the trainer to correct any common errors in language use and pronunciation.

We have received consistently positive feedback using this approach, with staff expressing significant improvements in their fluency, accuracy and confidence in the target language.

## Unlocking the door to success Tailored Courses

For more information and advice on our writing programmes or any aspect of language training please contact our centre:

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