

Business Correspondence- Letter Writing

Overview

Business correspondence is an important element of business activity. Letters and other correspondence are a crucial interface which determines the image of an individual or a firm and its effectiveness in business dealings with others. This course is designed to enable the trainees to improve and perfect their business writing skills, with particular stress on letter writing. The trainees will learn the basic components that make up various types and nuances of formal business letters. They will develop confidence and skills in tackling the challenges of producing appropriate correspondence for various business situations and needs. Enhanced letter writing skills will help both the individual and the organization to considerably improve their business functioning.

Aims

- To learn the essential elements that constitutes a typical business letter.
- To learn to use appropriate language, terms and business-specific vocabulary.
- To identify the appropriate forms for use in specific business activities and situations.
- Practice various forms.

Discussion Points

- Various parts of a typical business letter.
- Analyse appropriate forms, terms and usages.
- Practice letter writing for various situations and purposes.
- Perfect use of formats, fonts and presentation.
- Use examples specific to job-related activities.
- Learn to use these enhanced skills to benefit their individual and organizational functioning.