



## Effective Business Writing Skills:

Information is crucial to an organization and when this information is communicated in writing, the quality of such communications can have a significant impact on organization/business performance and decision making. Effective business writing is concise, accurate, unambiguous, logical and easily understood.

This intensive course will help delegates to develop the skills necessary for successful business writing be it reports, emails, letters, faxes, policy documents or contracts.



## Course Methodology:

This course uses a variety of learning tools, including writing activities, storyboarding, controlled experiments and videos.

## Who Should Attend?

All individuals operating in a profit non-profit setting with a need to express themselves effectively in writing.

## Customized Training Services:

Customized Training Services caters for busy schedules and differing abilities thus providing a flexible approach to modern training needs. Training programs may be developed and delivered within your community center, business or organization. To cater your organization/employees' needs please contact us at [beec.buitems@gmail.com](mailto:beec.buitems@gmail.com)

## Training Date

Date	Duration	Timing
Dec 27 - 29	3 days	9:00 am – 2:00 pm

## Course Fee

14,000

### Manager Trainings

BUIITEMS Executive Education Center

Directorate of University Advancement & Financial Assistance, Sir Syed Block, BUIITEMS Takatu Campus, Airport Road, Quetta.

UAN: (81) 111-717-111 (Ext. 744 / 747), Cell #: 0092-3337866919.

Email: [beec@buitms.edu.pk](mailto:beec@buitms.edu.pk), [beec.buitems@gmail.com](mailto:beec.buitems@gmail.com)