



How to Write Clearly and Concisely in English

In today's fast-paced business world, no one wants to waste time trying to understand documents written in a very old fashioned and stiff style filled with long, complicated sentences and technical jargon. This course, "**How to Write Clearly and Concisely in English**" will help you to present information in an orderly and modern manner for your readers to understand you clearly.

Course Outline

Lesson 1: Steps to writing well

- Traditional versus modern business writing
- The ABC of modern business writing
- Compose CLEAR messages
- Steps to good business writing

Lesson 2: E-mail correspondence

- Top complaints about e-mail in practice
- Looking good online
- E-mail etiquette

Lesson 3: Writing Clearly in English

- Words
 - Use the active voice with strong verbs
 - Use short, simple words
 - Omit unnecessary words
 - Avoid jargons and technical terms
- Sentences
 - Use short and complete sentences
 - Keep the subject, verb, and object close together
 - Keep your sentence structure parallel
 - Building balanced and well-connected sentences
 - Avoiding unclear pronoun and noun reference
- Paragraphs
 - Have a topic sentence
 - Write short paragraphs
 - Cover only one topic in each paragraph
- How to Add Clarity
 - Use examples
 - Use lists
 - Use tables

Lesson 4: Planning and structuring your communications

- The Four Point Plan for written communications
- Examples and exercises in writing clearly

Training Methodology

The training will encompass audio-visual presentations, exercises, and discussions via an online or a face-to-face training platform.

Who Should Attend

This program is suitable for all staff with some basic to intermediate level of English

1 or 2-day Program | 9am – 5pm

For more information, kindly contact:-

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***This course is eligible for HRDF**