

# Lynn Page & Associates

We develop people, processes, programmes & learning solutions

## Business Writing USID110023| Credits 6 | NQF level 4

### Letter and Report Writing

Duration: 3 days

So often we put being able to write down to schooling and our mastering a language this could make a difference, however, Business Writing Skills is also about thinking, logical planning, aligning, connecting and concluding after research has revealed relevant findings. This course aims to manage both logical flow and being able to express oneself concisely and accurately. This course doesn't aim to replace what was lost during twelve years of formal education, however it will take the learner into a new understanding of what is required and relevant when it comes to writing.

#### Learners will be able to...

- ▶ Describe various formats with samples of Letters, Memo's, Emails, Circulars, Reports
- ▶ Explain the importance of written communications purpose
- ▶ Identify the purpose, the reader, logical sequencing, numbering and outdated practices
- ▶ Understand the requirements within their own environment
- ▶ Communicate a written message using correct grammar and clearly worded information
- ▶ Improve grammar and sentence structure
- ▶ Proof read
- ▶ Write professionally in a simple and uncluttered manner
- ▶ Explain the reasons for promptly forwarding written communication
- ▶ Ensure that communication meets its readers needs
- ▶ Follow up
- ▶ Describe the possible consequences or potential solutions should inaccurate or insufficient information be communicated
- ▶ Describe the consequences of late or non-delivery of communications within own context
- ▶ Use the principles of writing to produce written communication
- ▶ Use generic principles for writing business letters, reports, emails, memos, and circulars

#### Module 1: Letter Writing

- ▶ Different types of letters
- ▶ Correct Format and Structure
- ▶ Writing a letter using the REAP format
- ▶ Emails

#### Module 2: Report Writing

- ▶ Purpose and reader (defining the objective; considering the reader)
- ▶ Material and structure
- ▶ Style and presentation
- ▶ Evaluation of reports
- ▶ Logical preparation and presentation



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**Please note: Portfolio of Evidence is charged separately to the course price**

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