



*Language: English*

*Duration: 2 ½ - 2 ¾ Days*

*Target Audience: All managers and staff*

It is imperative to have effective communication to deliver business results. This includes verbal communication in the form of informal discussion or a formal meeting or a presentation, as well as written communication be it a simple email for a long report.

**Mastering Written Communication is an extremely practical training, which will help you learn techniques for written communication and to practice these techniques and to immediately put to use.**

*Training Objectives:*

- To provide you with the writing process.
- To provide you with the pre-work needed for effective writing i.e. outlining objectives and writing for your audience.
- To give you guidelines for choosing words, writing sentences and paragraphs.
- To provide guidelines and practice to write proposals

*Practical Aspects:*

- Guideline Tables for Choosing Words, Writing Sentences, and Formulation Paragraphs
- Real life formats and examples.
- Group activities for preparing formats and presentation

*Sneak Preview:*

Guidelines	Why?	How?	Examples
1. Write Shorter sentences	To serve the short term memory	a) Splitting the Sentences b) Saying Less c) Using a List d) Cutting verbiage	As above.
2. Begin by announcing the topic.	To help readers establish a pattern	a) Devote an entire sentence to announce the topic. b) Use single words like; First, Firstly, To begin with etc. c) Ask a question	a) The procedure is as follow. The clay is.... b) First, you arrange things in two different.... c) Why are topic sentences important? In order to...
And more .....			

*Trainee's view:*

"I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from *Tadmur Contracting & Trading, Doha, Qatar*

## Registration:

*Contact:* Mushtaq Hussain  
*Tel:* +92 (21) 32438164  
*Mobile:* +92 (323) 2436726  
[mushtaq@shahzadtc.com](mailto:mushtaq@shahzadtc.com)

## Fee:

## Dates:

## Venue:

## Shahzad Training & Consulting International

*MD's Office:*  
P.O. Box 231719, Riyadh  
11321, KSA  
Fax: +966 (1) 2050081

*Registered Office:*  
E-29 Block 4, Gulshan Iqbal,  
Karachi, Pakistan  
Tel: +92 (21) 32438164  
Fax: +92 (21) 34960459

[www.shahzadtc.com](http://www.shahzadtc.com)