

It's Time To Stand Out

Business Writing that Works



For those who must write as part of their job, being able to write well is a real career boost. Learn how to capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete, and correct.

We can think about writing either as a process or as a product, the finished piece of writing. If we can think of it as a process, then by changing the way we go about writing, we can change the finished product. While participants will still be aiming to turn out a good product, their sense of satisfaction will arise partly from a greater appreciation of the process by which they get there. This two-day workshop will concentrate on the nitty-gritty details that writers have to contend with, and give them some practical advice on making the job less difficult. They will also have opportunity to discuss their writing problems and share solutions with others in the workshop.

What You Will Cover:

- The Four C's
- Active vs. passive voice
- Punctuation Tips
- Sentence and Paragraph Structure
- Writing Business Letters
- Writing Reports and Memos
- Inclusive Language
- Spelling and Proofreading
- E-mail Etiquette

How You Will Benefit:

- Have a better grasp of the basics of writing—that is, better appreciate the grammar, spelling, punctuation and sentence structure required for writing correctly.
- Practice the ability to write concisely and clearly, so that the reader will grasp quickly the message of the written material.
- Learn the process of gathering material, putting it in a format that addresses the points under discussion, and bringing closure to the situation, through recommendations or next steps.
- Develop a writing style in keeping with that used by experienced writers.

Register now—

Title (Please Circle) **Mr** **Mrs** **Ms** **Miss**

Name _____

Business Name _____

Postal Address _____

State _____ Postcode _____

Telephone _____

Mobile _____

Facsimile _____

Email _____

Website _____

Payment Options:

I would like to pay by Cheque

Purchase Order

Credit Card Details:

Visa MasterCard Amex

Credit Card Number: _____

Credit Card Expiry: _____

Name on Card: _____

Signature: _____

For registration and payment details contact
One-on-One Professional Business Training

Telephone: 1800 66 00 00
Fax: (07) 47285905
Email: seminars@nqtraining.com



REFUND POLICY

1. This contract becomes binding upon payment of tuition fees or return to us of a completed registration form.
2. This agreement and the rights and obligations of the parties hereunder shall be governed and construed in accordance with the laws of the State of Queensland.
3. All notices must be in writing.
4. Cancellation before Commencement:
 - 1) More than 7 Days Notice - Full Refund
 - 2) Less than 7 Days Notice but not less than 48 Hours Notice - 50% Refund
 - 3) Less than 48 Hours Notice but more than 24 Hours Notice - 25 % Refund
 - 4) 24 Hours or Less Notice - No Refund will be provided
5. Cancellation after Commencement: After the start of the course a refund of the balance of unused fees may be considered for serious medical reasons only and will be at the sole and unfettered discretion of the course provider. (A Medical certificate is required).
6. One-on-One Personal Computer Training has the right to cancel any course for any reason at any time. If One-on-One Personal Computer Training cancels any course, an alternative offer may be made or the balance of unused fees will be refunded. Fees will not be refunded for any reason other than the above.
7. The customer and attendee agree that the course provider will not be responsible whatsoever for any damage, loss or claim against or suffered as a consequence of any matter or thing including negligence of the course provider.
8. The customer and attendee agree that they will be jointly and severally liable for any property damaged as a consequence of the attendee's attendance of a course.
9. All training courses must be paid in **FULL**, before an attendee's course position is guaranteed. Purchase Orders with Credit Card Details will only be accepted as having been fully paid if Credit Card Details are included on the Purchase Orders and the Merchant Facility has processed them as valid. We accept the following credit cards – Visa, Mastercard, Bankcard and American Express.
10. By completing the registration form and declaration below you accept the conditions of registration and the customer and attendee accept that these conditions supersede any conditions noted on any purchase order provided.

Other Business Courses Available

- Advanced Writing Skills
- Anger Management: Understanding Anger - Yours and Others
- Budgets and Managing Money
- Building Self Esteem and Assertiveness Skills
- Business Etiquette: Gaining That Extra Edge
- Business Leadership: Becoming Management Material
- Business Writing that Works
- Change Management: Change and How to Deal With It
- Coaching: A Leadership Skill
- Communication Strategies
- Conducting Effective Performance Reviews
- Conflict Resolution: Dealing with Difficult People
- Conflict Resolution: Getting Along in the Workplace
- Customer Service Training: Managing Customer Service
- Customer Service: Critical Elements of Customer Service
- Delegation: The Art of Delegating Effectively
- Hiring Smart: Behavioral & Performance-based Techniques
- Human Resources Training: HR for the Non HR Manager
- Inventory Management: The Nuts & Bolts
- Marketing and Sales
- Meeting Management: The Art of Making Meetings Work
- Motivation Training: Motivating Your Workforce
- Negotiating for Results
- Orientation Handbook: Getting Employees Off to a Good Start
- Performance Management: Managing Employee Performance
- Problem Solving & Decision Making
- Project Management Training: Understanding Project Management
- Public Speaking: Presentation Survival School
- Public Speaking: Speaking Under Pressure
- Sales Training: Building Relationships for Success in Sales
- Sales Training: Dynamite Sales Presentations
- Sales Training: Overcoming Objections to Nail the Sale
- Sales Training: Prospecting for Leads like a Pro
- Sales Training: Selling Smarter
- Skills for the Administrative Assistant
- SpeakEasy: Conquering Your Fear of Speaking in Public
- Stress Management Training
- Team Building: Developing High Performance Teams
- Teamwork: Building Better Teams
- Telemarketing: Using the Telephone as a Sales Tool
- The ABC's of Supervising Others
- The Minute-Taker's Workshop
- The Professional Supervisor
- Time Management: Get Organized for Peak Performance
- Writing Reports and Proposals



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