

Centre for Continuing Education

Correspondence and report writing

Bob Bolitho

Dates

Tuesday 8 & Wednesday 9 September
Wednesday 18 & Thursday 19 November

Time

9am – 4pm

Overview

Improve your written communication skills in the workplace by learning proven writing techniques that will help you become a valuable employee who can write clear, concise, persuasive emails, correspondence, reports, briefs, submissions and other documents. Through discussing sample documents and engaging in group writing and revising activities, judge for yourself whether documents succeed or fail.

Content

- understanding the needs of the writing task
- making documents reader friendly
- being relevant
- organising content logically
- achieving coherence
- styling sentences and paragraphs
- drafting recommendations
- communicating in clear, concise, persuasive language
- revising drafts.

Learning objectives and outcomes

As a result of this course, you should be able to:

- better understand what you are trying to achieve with your writing
- write reader-friendly documents
- determine the best order for presenting content
- construct coherent, logical sentences and paragraphs
- get your message across in language appropriate to the reader
- approach drafting and revising in a systematic way
- feel confident about your written communication skills.

Recommended for

Workplace writers who wish to learn proven techniques that will improve the clarity, conciseness and persuasiveness of their emails, correspondence, reports, briefs, submissions and other documents.

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Short biography

Bob Bolitho has 40 years' experience as an editor. In senior government positions, he was responsible for establishing editorial policy and style and implementing training programs in English language skills. For more than a decade he has combined freelance editing and training, presenting in-house writing courses to business and government in Sydney, Melbourne, Brisbane and Canberra. Bob is co-author of the Collins Dove publication *The Guide to Australian Usage and Punctuation*.