

# BUSINESS WRITING MAKE SIMPLE

(HRD Corp Programme Number : 10001366370)

## COURSE MODULES

- The building blocks of writing
- The ABC of Writing
- Laying the foundation
- Building the structure: Develop your writing style
- The tool for writing
- Honing your skills
- Editing for content and structure
- Proofreading the final draft



“The difficulty is not to write, but to write what you mean.” – Robert Louis Stevenson.

Write simply and clearly! This workshop shows you how to communicate in business with style and purpose. Writing that email, letter or report to influence your readers must be delivered not just using clear and concise language, but it must be delivered with care to connect with the reader.

The goal of this 2-day workshop is to help you write with greater ease, precision and clarity with a touch of courtesy. We will show you the building blocks of successful writing to hone your skills in organizing your words and thoughts on paper, structure your messages logically, and improve on the style, language and tone.

## WHO SHOULD ATTEND?

Executives, PAs, Administrators and any professionals who want to write better business correspondence.

## LEARNING OBJECTIVES

At the end of this programme participants will be able to:

- Design clear and concise messages in letters and email.
- Organise a report for better decision-making.
- Structure information logically for the reader.
- Influence and persuade readers to take the action required.
- Apply the basics of good business writing.
- Hone the skills of writing business correspondence.

## TRAINER PROFILE : Ms Nancy Ong Chen Gan

**Qualifications:-** *MBA (Strathclyde, U.K.), Dip. In Banking (U.K.), TESOL (Australia).*

### EXPERIENCE

Nancy pursued her passion to teach after leaving her career in banking of 30 years. Twenty years on and she has successfully conducted workshops and trained many people in trade financing and Business Communication. Nancy's passion for English business writing and communication stems from her career where her job had given her many opportunities to write and speak to many levels of management in planning, presenting and decision-making. Combining her proficiency in English and a clear understanding of the business environment, she is able to impart her skills and knowledge in business communication to others who care to improve themselves for their career advancement. Using simple and proven techniques to deliver her workshops, she has received excellent ratings from the participants.



**REGISTRATION FORM (HRD Corp CLAIMABLE)**

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**PARTICIPANTS' DETAILS**



**PAYMENT DETAILS : Cheque / Direct Credit**

Bank & Cheque No.

Amount :

Participant 1 Full name and I/C

Designation Contact Number

Email Address

Participant 2 Full name and I/C

Designation Contact Number

Email Address

Participant 3 Full name and I/C

Designation Contact Number

Email Address

**ORGANISATION DETAILS**

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



Please make payment to :  
**WANFAH PROSPER PLT**  
ACCOUNTS NUMBER : 3812930508  
BANK : Public Islamic Bank Berhad  
**FEE PAYABLE PER PARTICIPANT for**

**REMOTE ONLINE TRAINING :**

Normal Price : RM1,699  
Early Bird (15 days before event) : RM1,400  
Group Fee (>2 participants) : RM1,259  
Claiming HRDF Levy? YES / NO

Date : \_\_\_\_\_ (Pls check our website <https://wanfahprosper.com/latest-events/> )

Place : Remote Online (zoom)

Contact : Cik Nor / Puan Nasifah / Mr. Tan

Tel : +60351663399

WhatsApp : +60162634929

Email : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

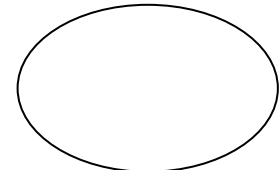
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp