Creating written documents reveals so much about you and your business skills. This workshop helps participants on how to write effective, accurate and grammar-error free business correspondence. Participants will receive a comprehensive workbook with useful and practical tips on Effective Business Correspondence.

**Methodology**

Presentations, Q&A, quizzes, games, individual exercises and group work.

**Who Should Attend**

- Managers
- Executives
- Administrators
- Secretaries
- All professionals who want to write better business correspondence.

**Venue**

ELS Kuala Lumpur and ELS Subang Jaya Centre

**Registration**

Please contact the nearest centre.

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**Course Content**

**Module A: Parts of Speech**
- Verbs
- Nouns
- Pronouns
- Adjectives
- Adverbs
- Prepositions
- Conjunctions
- Interjections

**Module B: Sentence Structure**
- Parts of Sentences
- Subject Verb Agreement
- Parallelism
- Common Sentence Errors
- Functions of Sentences
- Types of Sentence Structures

**Module C: Punctuation**
- Terminal Punctuation
- Primary Internal Punctuation
- Secondary Internal Punctuation

**Module D: Style**
- Numbers
- Capitalization
- Word Division
- Abbreviations

**Module E: Word Usage**
- Misused words
- Confusing words