

EXECUTIVE WRITING SKILLS

INTRODUCTION

Executive writing skills are no longer the domain of secretaries only. In this age of computers and internet, every corporate executive has to write competently on the computer – writing documents such as letters, emails and reports. Even the writing of the minutes of a meeting requires new techniques.

In this new era of ICT, meetings in a company are conducted with the use of computer projections, audio video presentations, telephone conferencing and video conferencing. Therefore, every executive has to develop skills in sharp observation, listening carefully, thinking in an organized fashion and writing down important notes.

Clear and accurate official records of meetings are of crucial importance in any organization. They allow the smooth implementation of policies, prevent disputes, and serve as references in reviews and assessments.

An executive who takes the minutes of a meeting must have the skills to produce a concise and precise record of the meeting.

Executive writing skills involve new techniques in the writing of all kinds of reports including the minutes of a meeting. Every written document reveals our skills and abilities. Impressive executive writing skills help to enhance the image of the corporate executive and open the door to career development.

COURSE OBJECTIVES

- To learn new techniques in writing reports and meeting minutes
- To plan and produce reader-friendly formats and templates
- To edit and proofread written documents
- To develop skilful use of the electronic dictionary
- To enhance skills in listening, thinking, organizing and writing
- To identify and rectify common errors in report writing
- To create the right image in writing reports and meeting minutes

COURSE OUTLINE

- Business writing techniques
- Components of a business document e.g. report, meeting minutes
- Reader-friendly formats and templates
- Edit and Proofread
- Using the Electronic Dictionary
- Common errors
- Skilful presentation of a report or minutes of meeting