

Business Writing Skills

Only £4.99 – Offer Ends May 31st

This best-selling online training course gives you everything you need to achieve your writing goals. Whether you seek a reminder about the fundamentals of English language or need to know how to communicate key messages, this course supports you every step of the way. Course topics include:

- Principles of Writing
- Grammar, Punctuation and Spelling
- Sentence Construction
- Planning
- Structuring
- Best Practice
- Persuasive writing
- Constructing logical arguments
- Style
- Applying Twenty-one rules about emails

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You also receive valuable examples, notes and documents uploaded to your personal library:

- Job application letters / emails
 - Includes: Covering letter examples, emails and top ten tips to write covering letters.
- Sales letters / emailers
 - Includes: How to write winning sales emails.
- Report writing
 - Includes: The key principles of report writing.

With this course, you learn quickly, communicate effectively and gain amazing career advantage. That's why so many business people, entrepreneurs and marketers consider Walkerstone Training to be essential.

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