



Business Writing Skills

In today's age of e-mails, Smartphones, and instant messaging, information flows faster than ever and must be concise, accurate, and compelling.

St. Lawrence College Corporate Learning & Performance Improvement (CLPI) understands that writing in a clear and professional style is as important to you as it is to your business. We know literacy and communication skills have an impact on productivity, and your customers are judging your credibility and competence based on how you and your employees communicate.

Upgrade your Business Writing Skills. Increase your confidence and eliminate costly mistakes when communicating in written form for your organization. Learning outcomes from our programs in this area include:

- Identifying parts of speech
- Avoiding common punctuation errors
- Formatting business documents
- Identifying transitions
- Proofreading vs. Editing
- Writing for Clarity and Continuity

For more information, please contact: DSilver-Smith@sl.on.ca 613.453.6227

No pre-requisite required to attend. There are suggested preparatory readings for attendees of this program.