



What you'll study on the Business writing course

Subjects will not necessarily be done in the order below.

Module One

The basics: spelling, grammar, punctuation, house style

Module Two

Writing for your reader

Module Three

Writing web pages

Module Four

Writing emails

Module Five

Writing letters



The page features four large, semi-transparent blue spheres of varying sizes and positions. One is in the top right corner, another is in the middle right, a third is in the bottom left, and a fourth is in the bottom center. They have a soft glow and a slight shadow, giving them a 3D effect.

Module Six

Writing summaries

Module Seven

Writing to persuade

Module Eight

Writing reports, memos and proposals

Module Nine

Writing commercial copy

Module Ten

Writing newsletters

Module Eleven

Writing brochures

Module Twelve

Writing press releases

• Aimed at:	Anyone who needs to improve their writing skills at work
• Duration:	Flexible - around 3 - 6 months
• Accreditation:	ODLQC / ABCC
• Qualification:	Diploma

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