

Quality Business Writing



Introduction

Business writings (letters/reports/proposals) are formal means of communication. Quality business write-ups can convey concise & precise information, request desirable actions or make required decisions. Quality write-ups play a key role in building and maintaining professional image of the writer and his / her business organisation. This is a comprehensive 6 month modular course. It covers 3 integral modules at 8 sessions of 3 hours each per 2-month module. This course has been planned to be conducted twice a year in which participants can attend at intervals each separate mole when available.

At the end of the course, learners will be able to acquire the following business writing skills:

- Types of Business Writing, principles for effective Business writing, Business Writing essentials
- A comprehensive understanding of English grammar
- Ground rules of grammar and syntax to create well-formed sentences in business writings
- Uses of Phrases & Clauses
- Understanding the common Grammatical Terms & their uses.
- Usage of various types of Word Order & Sentence organization.
- Guides dealing with problem structures that people have difficulty with.
- How to use a particular sentence structure? What are the common mistakes & reasons for wrong use?
- Analysis of sentences
- Application of Grammatical & syntax to analyze simple, compound & complex sentences and to refine the sentences to be easily understood by intended readers.

Learning Objectives

Who Should Attend?

This course is suitable for ones who aspire to enhance their mastery of English to acquire the quality business writing skills to express themselves clearly, effectively and accurately in business writing and to strive for consistent quality write-ups in building and maintaining professional image on the writer and his/her business organisation.

Duration

A 6 month modular course - at 8 sessions of 3 hours each per 2-month module

Award of Certificate

Certificate of Completion will be issued to participants who have attended at least 75% of the course.



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Course Contents

1. Module 1: 8 sessions

- Effective Business Writing / Composition of Language / Features & Functions of "noun"
- Features & Functions of "Pronoun"
- Features & Functions of "Verb"
- Features & Functions of "Adverb"
- Features & Functions of "Adjective"
- Features & Functions of "Conjunction"
- Features & Functions of "Preposition"
- Features & Functions of "Interjection"

2. Module 2: 8 sessions

- Phrases & Clauses
- Grammatical Terms
- Other Grammatical Terms
- Word Order & Sentence Organization (1)
- Word Order & Sentence Organization (2)
- Punctuation Marks & Sentence Organization
- Let & Do Structure, Question Structures
- Other Question Structures

3. Module 3: 8 sessions

- Analysis of Sentences
- Tenancy Agreement (legal Terms & Others)
- Confusable Words & Expressions
- Common Mistakes by very advanced students
- Key points of LKY's address on Good Writing
- The complete Plain Word
- George Yeo's speech on "China in Multipolar World"
- The Complete Plain Word

Course Fees

S\$ 1800.36 per module

S\$ 5,401.08 for 3 modules

Registration Fee of S\$17.28 apply All fees stated are inclusive of 8% GST



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<https://www.sqi.org.sg/courses/>
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Membership Application

Register membership online at www.sqi.org.sg/membership-join/ or contact us to get the membership application form.

Membership Categories:

- ~ Organisation membership
- ~ Individual membership

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