



**@ASK Training**  
Attitude | Skills | Knowledge

# Effective Writing Skills

**Course Code:**

ASKEWS

**TPGateway Course Code:**

TGS-2020500279

**Course Duration:**

2 days (16 hours), 9.00am - 5.00pm

**Course Fee:**

\$495 (\$539.55 Inc. 9% GST) per participant

SDF grant entitled, \$2/hr x 14hrs = \$28

Only applicable to Singaporean and PR employees

1 hour lunch is not claimable

Skillsfuture Credit Claimable for Individual

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

**Course Dates:**

<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

In today's society, being able to write in clear and concise English is essential in the workplace. Be it writing emails or reports, a strong foundation in writing is required.

In our course, Effective Writing Skills, we will give you the rules and guidelines needed to make each of your emails, letter and other business messages readable and clear.

Participants will be able to address the main challenges that writers face when composing written communications at the workplace and understand the three-step writing process.

Participants will also learn how to achieve effective writing through plain English, conciseness and variation in sentence styles and analyse their purpose and audience of their writing.

## Course Objectives

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By the end of the course, participants would be able to:

- Use the necessary tools to shape your writing and produce effective written communications.
- Understand the benefits and importance of writing clearly and concisely.

## Course Outline

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- Understanding the three-step writing process
- Analysing your purpose and audience
- Composing your message
- Using Standard English
- Controlling your style and tone
- Achieving effective writing through plain English, conciseness and variation in sentence styles
- Using the right techniques to package the appearance of your writing