



## Trainee's View:

"I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from Tadmur Contracting & Trading, Doha, Qatar

## Registration:

Please email to [training@shahzadtc.com](mailto:training@shahzadtc.com) for nomination.

## Fee:

Please email to [training@shahzadtc.com](mailto:training@shahzadtc.com).

## Shahzad Training & Consulting International

### KSA Office:

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Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All managers and staff

It is imperative to have effective communication to deliver business results. This includes verbal communication in the form of informal discussion or a formal meeting or a presentation, as well as written communication be it a simple email for a long report.

**Business Writing Skills is an extremely practical training, which will help you learn techniques for written communication and to practice these techniques and to immediately put to use.**

### Training Objectives:

- To provide you with the writing process.
- To provide you with the pre-work needed for effective writing i.e. outlining objectives and writing for your audience.
- To give you guidelines for choosing words, writing sentences and paragraphs.

### Practical Aspects:

- Guideline Tables for Choosing Words, Writing Sentences, and Formulation Paragraphs
- Real life formats and examples.
- Group activities for preparing formats and presentation

### Sneak Preview:

Guidelines	Why?	How?	Examples
1. Write Shorter sentences	To serve the short term memory	a) Splitting the Sentences b) Saying Less c) Using a List d) Cutting verbiage	As above.
2. Begin by announcing the topic.	To help readers establish a pattern	a) Devote an entire sentence to announce the topic. b) Use single words like; First, Firstly, To begin with etc. c) Ask a question	a) The procedure is as follow. The clay is.... b) First, you arrange things in two different.... c) Why are topic sentences important? In order to...
And more .....			

## Trainer

Ahsan S. Razzaq, Managing Director of Shahzad Training & Consulting International, holds Bachelors and Masters Degrees in Mechanical Engineering from Kansas State University, USA. Ahsan possesses over twelve years of work experience from companies like Procter & Gamble and Henkel in Karachi, Jeddah and Riyadh. He has conducted many trainings on this subject in Riyadh, Dammam, Jeddah, Karachi, Dubai and Doha.