



ed-watch

Your online resource partner

BUSINESS COMMUNICATION



“Your ability to communicate with others will account for fully 85% of your success in your business and in your life.”

Brian Tracy

<https://www.ed-watch.org/business-communication/>

Training outcomes

You will learn the proven tips and techniques that guarantee every message you write will be polished and on-target, representing both you and your organization in a highly professional manner. You will deliver the exact message you intend, for the exact results you need! We will discuss the top errors people make and how you can avoid them. You will also get tips on the latest e-mail etiquette and find out how to craft shorter messages without sacrificing content. You will explore ideas, rules, and guidelines for clear and concise business writing, review common types of business communication, proper use of grammar, and participate in writing exercises with immediate feedback.



ed-watch
Your online resource partner

Program Overview

Ever faced a problem in successfully getting your message across? Ever felt misunderstood by others? Ever had the uncomfortable feeling of depending on your colleagues to draft simple business messages? Ever faced the problem of conveying your thoughts and ideas effectively? Ever faced the trouble of effectively communicating with the staff of other departments of your office? Ever found writing formal letters or emails a challenging task? Do you ever feel what you say is just not what you think?

This workshop is for you if your answer to any of these questions is in the affirmative. Having good communication skills both oral and written is more important now than ever, as no matter how brilliant an employee may be his or her lack of good communication skills can create a bad impression on the stakeholders



Module One

Introduction to Communication

- What is business communication and how is it different from informal communication?
- Barriers to effective communication and means to overcome them.
- Secrets of effective communication.
- Importance of non verbal and oral communication skills.
- Improve your listening skills using **E.A.R.S.** model.
- Understand the difference between listening and critical listening skills.

Module Two

Coherence and Cohesion

- What is a paragraph?
- TRI and Reverse-TRI patterns of paragraph
- Coherent sentences and paragraphs
- Smooth transition of ideas from one line/ paragraph to another

Module Three

Mind your Language

- Grammar essentials
- Most common grammar mistakes in email writing and how to spot and correct them
- Use of Agentless Passives
- Use of Conditional sentences

Module Four

Write like a pro

- Situations where emails should be written and avoided
- Plan and prepare your writing
- Understand your targeted audience
- Seven ways to make your writing effective using **C.O.R.R.E.C.T.** Model.
 - Complete
 - Objective
 - Regular
 - Respectful
 - Empathetic
 - Concrete
 - To the point
- Plan and prepare your business writing using Tony Buzan's techniques of Mind Maps and Planners.
- Learn some netiquettes



ed-watch
Your online resource partner

- Determine who should and who should not receive email copies
- How to say "No" in your writing without being rude

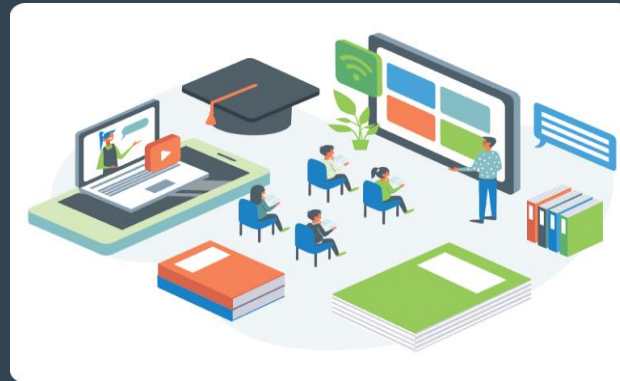
Module Five

Drafting Different Types of Emails

- How to set the right tone for your audience and purpose
- Add professional polish to everything you write
- How to draft a range of formal business emails
- How to avoid common mistakes when writing e-mails

Training Methodology

Highly interactive session including exercises, fun, and activity-based learning in a conducive environment.



Trainer

Gul-E-Zehra Abbas
Certified Corporate Trainer |
Communication Specialist |
Positive Influencer |
Entrepreneur

Financial and other details



Duration: Two days



Timing: 09:00 am - 5:00 pm



Dates: 22nd and 23rd February



Training Investment:

USD 229/-

[Click here to Register](#)



Scan to pay



ed-watch
Your online resource partner

Your online resource partner

CONTACT US

WEBSITE	FACEBOOK
www.ed-watch.org	Ed-Watch Official
LINKEDIN	TWITTER
company/ed-watch/	Ed-Watch Official
YOUTUBE	INSTAGRAM
Ed-Watch Official	Ed-Watch Official
PHONE NUMBER	EMAIL
+92(21)-34831184	contact@ed-watch.org

DIRECT CONTACT

SHUJAAT ALI	
Shujaat.ali@ed-watch.org	+92 300 2116471
USA OFFICE (Ed Watch LLC)	
+1 (307)-257-6784	Ed-Watch LLC, 20 Hallo Street, Edison NJ 08837, USA
UAE OFFICE	
+971 505653520	Office: P3, Empire Heights, Business Bay, Dubai
PAKISTAN OFFICE (Ed-Watch Private Limited)	
Office No. 106, 1st Floor, Silver Trade Centre, Gulshan-e-Iqbal block 13A, Karachi.	

Ed-Watch has presence in USA, UAE and Pakistan