

Business Writing



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Your success in landing and keeping a job in today's competitive market depends on your ability to communicate effectively, both in the spoken and written word. Business Writing will help you do just that in 36 hours.

In this course, you will learn business writing techniques by creating different kinds of memos, business letters and reports. Grammar, spelling, punctuation, word order, sentences, transitions, paragraphs, proper tone and style will be emphasized. Participants will apply this knowledge using Microsoft Word.

Pre-requisites

Canadian Language Benchmark 5-7

Certificate offered

Participants receive a certificate of completion

Tax credit

Tuition tax credit forms will be issued

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information

Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
September 25							✓	✓	
Time	Weeks	Hours	Fee						
9:30 am-2:30 pm	7	35	\$250						

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills