

Seminars & Courses on:

Business Communication
Building Critical Skills

These seminars & courses on '**Business Communication: Building Critical Skills**' help you:

- **Improve** your writing, speaking, and listening skills that are crucial for advancing your career.
- **Write** clear, effective business documents: from memos, letters & emails to reports, proposals, manuals, and many more.

These programs also **Benefit** your **organization** by :

- Improving productivity through better communication.
- Reducing errors and resentments caused by miscommunication.
- Creating goodwill among customers, vendors, employees, and other stake holders.

Course Contents (configure your own course or seminar from these modules) :

Module/Duration (approx.)	Contents
Module 1: Preparing to Write 4 Hrs.	<ul style="list-style-type: none"> • Defining Effective Communication • Adapting Communication to Your Audience: Planning for Usability and Persuasiveness • Communicating Across Cultures • Organizing & Outlining
Module 2: Prose Elements 4 Hrs.	<ul style="list-style-type: none"> • Developing Effective Style: Choosing Words; Constructing Sentences & Paragraphs • Correcting for Grammar & Punctuation • Revising & Editing
Module 3: Visual Elements 2 Hrs	<ul style="list-style-type: none"> • Designing Documents & pages, • Creating Graphics
Module 4 : Business 2 Hrs Correspondence.	<ul style="list-style-type: none"> • Writing letters, memos, emails
Module 5 : Reports & Other 3 Hrs. Business Documents	<ul style="list-style-type: none"> • Writing Reports, Proposals, Manuals
Module 6: Interpersonal Communication 2 Hrs.	<ul style="list-style-type: none"> • Listening • Making Oral Presentations • Working and Writing in Teams
Module 7: Job Hunting 2 Hrs.	<ul style="list-style-type: none"> • Writing Effective Resumes • Writing Job Application Letters • Preparing for Job Interviews
Module 8: Help in Writing 1 Hr.	<ul style="list-style-type: none"> • Using Technology • Typing Faster

(courses on : **Business Communication: Building Critical Skills'**, . . . contd. from page 1)

Course Duration: 20 hours in 10 sessions spread over 2 weeks for full course, or call for duration you prefer. Course duration also depends on modules you select.

Course Location: Our premises, or other mutually arranged location.

Adds-On : Short notes; Optional : pre- and post-course review of your writing.

Rates : Please discuss. Rates depend on modules you select; duration and location you prefer.

Presenter:

Ashok Dhingra (B.Tech., DBM, MMS) is a management teacher and a business owner.

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