

Course No.	SC 311	
Course Title:	WORKSHOP ON BUSINESS WRITING <i>“Good writing is clear thinking made visible”</i> - <i>Bill wheeler</i>	
Target Group: Officers in the All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	Duration: 03 Days	
Main Subject Areas: <ul style="list-style-type: none"> • Introduction to official communication • Formal and informal language • Building/ linking sentences • Recognizing and using tones • Writing paragraphs • Writing emails, memos, letters, meeting minutes and reports • Editing and proof reading • Effective use of language to get things done 		
Learning Outcomes: On successful completion of the workshop, the participants will have the ability to <ul style="list-style-type: none"> • Write different business texts simply, clearly and accurately with confidence: • Compose memos and emails giving specific ideas • Decide the appropriate method of communication at specific instances • Prepare meeting minutes in actionable manner 		
Course Fees: Rs. 7,500.00	Medium	English
Evaluation Method	Group work and presentation in class	
Course Coordinator	Mr. J. Jayasundera	

**This programme is a paid programme for all participants including those from Government, Provincial Councils and Local Government*