

**WRITING BUSINESS LETTERS**

Written communication with our business partners or clients can certainly affect the working relationship. It is important that there is clarity, accuracy and importantly, courtesy in the correspondence. In this course, participants will learn the essentials of writing effectively in business letters.

**Our Objectives**

We aim to

- enhance writing for greater clarity and accuracy
- balance the message with the readers' needs
- enhance understanding / knowledge of up-to-date formats of writing

**Your Profile**

This course is suitable for all who are required to write business letters in their workplace.

**Your Results**

At the end of this course, you should be able to:

- adopt appropriate structure in business letters
- Organise content of letter based on purpose and readers' needs
- Write with greater accuracy and clarity

**Our Methods**

There will be plenty of hands on activities such as class discussions and role plays to make this course an enjoyable learning experience.

**Our Trainers**

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC  
BUSINESS COMMUNICATION CENTRE**

**Course Enquiry**

Ms Mak Mei Yoke

DID: 6870 6040

Email: [bcc@sp.edu.sg](mailto:bcc@sp.edu.sg)

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