

BASIC VETTING SKILLS

Vetting may make a difference between an ineffective document and a successful one. How does one become an effective vetter? What are some of the things a vetter should look out for?

Our Objectives

We aim to

- highlight the skills required to effectively vet professional work documents
- sharpen participants' skills in focussing on specific areas to evaluate and improve on when vetting a document submitted

Your Profile

- This course is suitable for those who need to vet documents regularly in their line of work.

Your Results

At the end of this course, you will be to:

- Understand the purpose and readers' needs of various work documents
- Use suitable strategies for vetting
- Assess the effectiveness of documents in terms of purpose and readers' needs
- Vet for effective content, structure and organisation
- Check for clarity and conciseness of expressions
- Check for consistency of style and tone
- Check for grammatical correctness
- Ensure consistency of format and layout for better professionalism

Our Methods

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual, pair and group work
- Class discussions
- Role plays
- Games
- Peer & facilitator feedback

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

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.

Course Enquiry

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