



SAYMORE
training & development

BUSINESS WRITING

FOR CORPORATES

*Learn effective writing tips for
clear, concise and confident
communication in the workplace*

REAL EMAILS, REAL PRACTICES

What, Whom, Why: Figuring out what you are writing, whom you're writing to, and why!

How to write less and say more?

Writing types: e-mail letter, memo, or proposal, contract, suggestion, job offer, invitation, etc.

Template reviews and a two-minute outline you can begin with that saves you hours in wasted time down the line

Find your writing style and which method suits your work best?

Resources (Grammarly) to help you sound professional on emails.

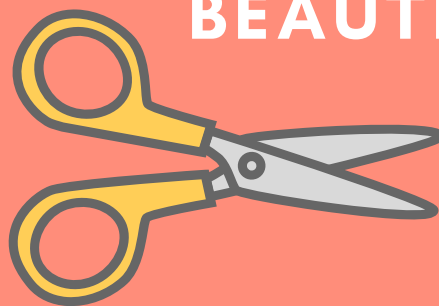


BOOK A FREE DEMO SESSION

Help your staff to write effective emails, reports and more. Book a free demo class today!

www.saymore.info
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WRITE BEAUTIFULLY



OR

CUT OUT THE NONSENSE!

How to double-check your e-mail for tone and clarity

E-mail etiquette: DO's and DON'Ts

Smart tips for presenting complex information in your e-mails

Email or call? Or a visit?
Situations where e-mailing is inappropriate

How subject lines can make or break your email

3 things all good e-mail messages have in common

Practice the persuasion techniques that will strengthen every e-mail letter, memo, or proposal.