



EFFECTIVE BUSINESS WRITING



WHY ATTEND?

This course will look at the purposes and importance of and the mediums to be used to transmit different communications, the language to be used and the ways in which you can be misunderstood.

WHAT WILL YOU LEARN?

This course will provide you with the skills and knowledge about the effective business writing skills in relation to:

- Emails, memos and other informal communications
- Diaries, journals, site reports and other records of information
- Minutes of meetings
- Formal correspondence such as letters, contractual notices and claims

A Master Builders Certificate of Attendance will be awarded.

COURSE INFO

DATE: 6 March & 22 May, 2018

DURATION: 4 hours

LOCATION: West Perth WA 6005

	Course Fee	Total
Eligible for CTF subsidy		
MBA Member	\$460.00-\$124.00 [^]	\$336.00*
Non-member	\$500.00-\$124.00 [^]	\$376.00*
Not eligible for CTF subsidy		
MBA Member	\$460.00	\$460.00*
Non-Member	\$500.00	\$500.00*

HOW DO I ENROL?

Complete the [enrolment form](#) and send it to training@mbawa.com or contact Master Builders on 9476 9800.



The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers. *Prices subject to change. [^]Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.