

Monday  
 25 May, 2015

# Effective Business Writing Skills



- ❖ You never stop learning how to better communicate
- ❖ Whether writing an informal email to a colleague to transmit information, or writing up a formal report or letter
- ❖ The message has to be delivered effectively

This course will look at the purpose of different communications, the medium to use to transmit it, the language to use and the ways in which you can be misunderstood.

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

**Who should attend?** *Anyone required to communicate in writing!*

**DATE:** Monday 25 May, 2015  
**TIME:** 12.00pm – 4.00pm  
**VENUE:** Master Builders Training Centre, 594 Hay Street, JOLIMONT  
**TRAINER:** Alana Dowley – Director, Encore Legal Pty Ltd

<b>COST:</b>		<u>Course Fee</u>	<u>Total</u>
	MBA Member	\$460.00	<b>\$460.00*</b>
	Non-member	\$500.00	<b>\$500.00*</b>
	MBA Member eligible for CTF subsidy	\$460.00 - \$116.00^	<b>\$344.00*</b>
	Non-member eligible for CTF subsidy	\$500.00 - \$116.00^	<b>\$384.00*</b>

Please contact our Carolyn Fitzgerald on **9441 8000**  
 or email [training@mbawa.com](mailto:training@mbawa.com) for any further information.



*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.*



## EFFECTIVE BUSINESS WRITING SKILLS (efbw)

**Please Note:** This course is subsidised by the Construction Training Fund. The CTF requires that each participants personal contact details be provided, otherwise the full fee applies.

<b>Course Time: 12.00pm – 4.00pm</b>		<b>Course Date: Monday 25 May, 2015</b>	
<b>Full Name of Participant:</b>			
<b>Participants Date of Birth:</b>			
<b>Residential Address of Participant:</b>			
<b>Suburb:</b>			<b>Postcode:</b>
<b>Mobile contact no:</b>			
<b>Email address:</b>			
<b>Participant Job Title:</b>			
<b>Job Description (brief detail):</b>			
<b>Company/Employer:</b>			
<b>Address:</b>			<b>Postcode:</b>
<b>Contact person:</b>			
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>	
<b>Email:</b>			
<b>Please tick the industry sector in which you work</b>		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
		Engineering <input type="checkbox"/>	
<b>Payment and Registration Details</b>			
<b>Registration</b>	To guarantee your place on the course please return this registration form, with fees, to: <b>FAX: 9441 8001</b> <b>EMAIL: training@mbawa.com</b> <b>POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014</b>		
<b>Eligible for CTF</b>	MBA member	\$344.00 p.p. ....	non-member \$384.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member	\$460.00 p.p. ....	non-member \$500.00 p.p. ....
<i>Please note that course costs subject to change. This course is GST free.</i>			
<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>		<b>Amount: \$</b>
<b>Credit Card Details:</b>	MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>		
<b>Card number:</b>	_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _		<b>Expiry Date:</b> _ _ / _ _
<b>Cardholders name:</b>	<b>Signature:</b>		
You <u>must</u> quote your <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit.			
<b>Cancellation Notice</b>	<i>Please note, fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.</i>		

Please contact our friendly training team for assistance on **9441 8000**  
or email [training@mbawa.com](mailto:training@mbawa.com) for any further information.