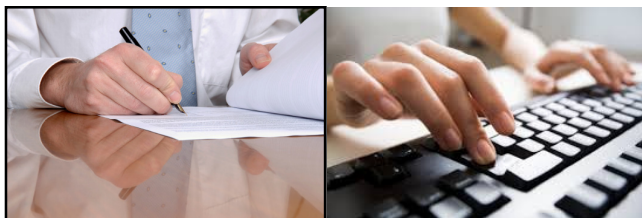




# EFFECTIVE BUSINESS WRITING SKILLS

**Who should attend? ANYONE REQUIRED TO COMMUNICATE IN WRITING**

- ❖ You never stop learning how to better communicate
- ❖ Whether in 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.

**DATE:** Wednesday, 22<sup>nd</sup> June 2016  
**TIME:** 1.00pm – 5.00pm  
**VENUE:** To be confirmed  
**TRAINER:** Alana Dowley - Encore Legal Pty Ltd

| <b>COST:</b>                        | <u>Course Fee</u>                | <u>Total</u>     |
|-------------------------------------|----------------------------------|------------------|
| MBA Member eligible for CTF subsidy | \$550.00 - \$132.00 <sup>^</sup> | <b>\$418.00*</b> |
| Non-member eligible for CTF subsidy | \$620.00 - \$132.00 <sup>^</sup> | <b>\$488.00*</b> |
| MBA Member                          | \$550.00                         | <b>\$550.00*</b> |
| Non-member                          | \$620.00                         | <b>\$620.00*</b> |



"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 the costs of training for eligible workers."

\*Prices subject to change. <sup>^</sup>Construction Training Fund (CTF) subsidy available for eligible course participants.

**To book your place on this training course, please complete the accompanying registration form.**

If you require further assistance, please contact Megan Parker, Training Coordinator on 9921 5061 or by email [megan@mbawa.com](mailto:megan@mbawa.com)



**EFFECTIVE BUSINESS WRITING SKILLS**  
**KARRATHA - WEDNESDAY, 22<sup>ND</sup> JUNE 2016 1.00pm – 5.00pm**

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

**PARTICIPANT DETAILS:**

|                                 |  |                                  |           |
|---------------------------------|--|----------------------------------|-----------|
| Surname:                        |  | First name:                      |           |
| Participant birth date:         |  | Unique Student Identifier (USI): |           |
| Mobile:                         |  | Email:                           |           |
| Home address:                   |  |                                  |           |
| Suburb:                         |  |                                  | Postcode: |
| Job/Trade title:                |  |                                  |           |
| Job Description (brief detail): |  |                                  |           |

**EMPLOYER/COMPANY DETAILS:**

|  |      |  |                                     |                                  |                                      |
|--|------|--|-------------------------------------|----------------------------------|--------------------------------------|
| Master Builders member name:                             |      |  | Member no:                          |                                  |                                      |
| Employer/Company name:                                   |      |  |                                     |                                  |                                      |
| Builders Registration number: (if applicable)            |      |  |                                     |                                  |                                      |
| Address:   |      |  |                                     |                                  |                                      |
| Suburb:  |      |  | Postcode:                           |                                  |                                      |
| Contact name:  |      |  | Email:                              |                                  |                                      |
| Phone:   | Fax: |  | Mobile:                             |                                  |                                      |
| Please <u>tick</u> the industry sector in which you work |      |  | Commercial <input type="checkbox"/> | Housing <input type="checkbox"/> | Engineering <input type="checkbox"/> |

**PAYMENT & REGISTRATION DETAILS**

Payment must be received prior to the course date to secure your place & receive your confirmation

**FAX:** 9965 5025      **EMAIL:** [megan@mbawa.com](mailto:megan@mbawa.com)  
**POST:** Master Builders, PO Box 1525, Geraldton WA 6531

| Course Costs   | Master Builder member   | Non-member          |
|--|---|---------------------|
| Eligible for CTF   | \$418.00 per person   | \$488.00 per person |
| Not eligible for CTF   | \$550.00 per person   | \$620.00 per person |
| <b>Method of Payment</b>   | Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/> |                     |
|  | <b>Amount: \$</b>   |                     |
| Credit Card Details:   | Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>                             |                     |
| Card number:    ___ ___ ___ / ___ ___ ___ / ___ ___ ___ / ___ ___ ___                              | Expiry Date: ___ ___ / ___ ___  |                     |
| Cardholders Name:  | Signature:  |                     |
| You <u>must</u> please quote <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit. |   |                     |

**Cancellation Notice**      *A refund will not be provided for no shows on the day of the course or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 48 hours prior to the course.*

If you require further assistance please contact Megan Parker, Training Coordinator  
on 9921 5061 or email [megan@mbawa.com](mailto:megan@mbawa.com)