



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

Short Course

Business Writing Skills

NIPAM



Business Writing Skills

Writing official documents such as minutes, reports and submissions is a critical part of the work we do in public affairs. As part of effective communication, improved performance and image projection of government, it is important that as writers of official documents we know how to write clear and effective professional documents.

The NIPAM Business Writing Skills course have been designed to provide public sector employees with principles, techniques and practical knowledge for analysing, structuring and writing memoranda, minutes, reports and submissions for improved communication within public sector organisations. The course also covers analysing and writing police statements. It draws insights from the concept of genres of organizational communication which makes it very unique in the Namibian context. It also emphasizes both the product and process, thus representing a departure from traditional approaches to teaching writing skills that focus on products at the expense of processes that writers go through in crafting business communications.

Course Learning Outcomes

By the end of the course, participants should be able to:

- Write memos, letters, take minutes, reports and submissions;
- Identify purpose and audience in written communications;
- Analyse different written business communications using the genre approach;
- Apply appropriate register when writing;
- Reflect and evaluate their products;
- Develop strategies to improve their products;
- Edit their written texts

Course Modules

Module 1: Writing memo's and Letters

Analysing memos and letters; Purpose and audience; Analysing language use; The writing process; Style and editing

Module 2: Takes Minutes

What are minutes? The purposes of minutes; Analysing different minutes; The structure of minutes; Writing minutes style.

Module 3: Writing Business Reports

What is a report? Different types of reports; How to write the different sections of a report; Structuring your report; The writing process; Using graphics; Style; Presenting and editing your report.

Module 4: Writing Sumissions

What is a submission; Analysing submissions; Purpose and audience; Structuring submissions; The writing process; Style; Evaluating the product and editing



Dates

Venue

Entry Requirements

Applicants must be appointed officials in central, regional and local government and State Owned Enterprises.

Assessment

The course is assessed through individual assignments class exercises, case studies, class based group project and field projects.

Duration

The course consists of three core modules which are offered over a period of five days.

Cost

N\$ 3,500.00 per person (for participation and learning materials only)

Contact Details

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